

CITY OF NORTH POLE

REGULAR CITY COUNCIL MEETING Monday, December 21, 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

Kevin McCarthy- Mayor Pro Tem590-0800Preston Smith – Dep Mayor Pro Tem488-8824Elizabeth Holm – Alt Dep Mayor Pro Tem488-6125Santa Claus388-3836Elyse Dawson520-221-1340Thomas McGhee455-0010

- 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
 - Proclamation Bill of Rights
 - Reading of the Bill of Rights
 - Students of the Month Leona Sawyer – NPHS
 - Holiday Reception
- 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.

None

12. New Business

- a. Approval of liquor license renewal for Sourdough Fuel, Pagoda Chinese Restaurant, and Taco Azteca Mexican restaurant
- b. Recommendation to accept water and wastewater sampling and professional services agreement from Pollen Environmental, LLC
- c. Ordinance 15-25, an ordinance of the City of North Pole, Alaska to amend the 2016 Budget to authorize a professional services agreement with Stantec Engineering to generate engineering and design documents to the sewer discharge main extension
- d. Ordinance 15-26, an ordinance amending Title 15, Building and Construction, Chapter 15.05 Administrative Code concerning valuation of building improvements for the determination of permit fees
- e. Ordinance 15-27, an ordinance amending Title 12, Streets, Sidewalks and Public Places, Chapter 12-04, Obstruction or Alteration of Streets, Sidewalks or City Property
- f. Ordinance 15-28, an ordinance amending Title 12, Streets, Sidewalks and Public Places, Chapter 12.08, Excavations
- g. Ordinance 15-29, an ordinance amending Title 4, Chapter 4.10.010, User Fees
- h. Resolution 15-23, A Resolution in support of Fairbanks Metropolitan Area Transportation Systems, Complete Streets Policy
- i. Resolution 15-24, in support of the development of a pedestrian path on Homestead Road from the Old Richardson highway to Perimeter Drive

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, December 7, 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, December 7, 2015 to order at 7:05 p.m.

There were present:

Absent/Excused

Mr. McCarthy - Mayor Pro Tem

Mr. Smith - Deputy Mayor Pro Tem

Ms. Holm - Alt. Deputy Mayor Pro Tem

Ms. Dawson

Mr. McGhee

Mr. Claus

Mayor Ward

CALL TO ORDER/ROLL CALL

Mayor Ward called the regularly scheduled meeting of the North Pole City Council to order on Monday, December 7, 2015 at 7:05 p.m.

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Councilman McGhee

APPROVAL OF AGENDA

Mr. McGhee moved to approve the Agenda of December 7, 2015

Seconded by Mr. Smith

Discussion

None

Mr. McGhee moved to amend by consenting the following items under Old Business:

c. Ordinance 15-23, an Ordinance of the City of North Pole, Alaska to amend 4.09.025 Bed Tax Distribution

d. Ordinance 15-24, an Ordinance of the City of North Pole amending the 2015 budget requesting the purchase of computer equipment for the fire department.

New Business

- a. Request from NPPD to accept Byrne JAG grant in the amount of \$35,000
- c. Resolution 15-21, A Resolution establishing the 2016 City of North Pole Bed Tax Grant distribution
- d. Resolution 15-22, A Resolution establishing the 2016 Capital Project Priority for the City of North Pole

Seconded by Mr. Smith

Discussion

None

On the Amendment

PASSED

Yes: 7 -Holm, Smith, Claus, McGhee, Dawson, McCarthy, Ward

No: 0 Absent: 0

On the agenda as amended

PASSED

Yes: 7 -Holm, Smith, Claus, McGhee, Dawson, McCarthy, Ward

No: 0 Absent: 0

APPROVAL OF MINUTES

Mr. McGhee moved to approve the minutes of November 9, 2015

Seconded by Mr. McCarthy

Discussion

None

PASSED

Yes: 7 -Holm, Smith, Claus, McGhee, Dawson, McCarthy, Ward

No: 0 Absent: 0

COMMUNICATIONS FROM THE MAYOR

Proclamations

Quin McHenry – NPMS- November

Office of the Mayor

Every third Friday of the month is Muffins with the Mayor, Please mark your calendars for this special event December 18th, all are welcome from 8-10 am here at City Hall in the Council Chambers.

The Festival Committee has been hard at work and is finalizing recommendations for the council consideration. The committee is requesting time to present to the council during the second meeting in January. The Next committee meeting is December 15th at 6pm here at city hall.

This past weekend was historic in North Pole with the first Politicians with Power tools at Christmas in Ice. Mayor Kassel, Ward and Amber Courtney with the City of Fairbanks all competed in an ice carving competition. The results are on display at the Ice Park and donations are being accepted as 'votes' for your favorite sculpture or mayor! Winning sculpture- mayor will receive all funds raised to the Charity of their choice. "Voting" will conclude at 8pm on December 12th.

City Hall will be closing early on Christmas Eve and New Year's Eve. City offices will be closing at noon on each day.

Next weekend is Military appreciation at the Ice Park, Military members and family's get in free, for more information see Christmasinice.org

Special thanks to the Chamber of Commerce for another successful Winterfest here in North Pole, The bazaar and fireworks were amazing. The Chamber also hosted another successful community candle lighting ceremony at the High school; we even had all three mayors present for a community proclamation.

FYI: Christmas is 18 days away!

COUNCIL MEMBER QUESTIONS OF THE MAYOR

Mr. McGhee commented on the program aired on Saturday that featured the Mayor's family

building a cabin. He said he would be willing to start a fundraiser to get the Mayor a new pair of Carhartts so he would be able to represent the City properly.

Ms. Holm asked when the meeting would be at the Juanita Helms building.

Mr. Smith asked about the Santa Claus letters.

Mr. Claus said that the Anchorage post office has a postmark for packets of letters for more than 50 and must be done by December 10th.

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Finance, Tricia Fogarty

- Finished the chart of accounts and will go over it with the Dept. Heads tomorrow.
- Quote from Caselle is \$2300 and \$3000 for the new Chart of Accounts.
- Conversion with Alasconnect went well.
- Thanked Councilwoman Dawson for coming in and signing paychecks.

Police Department, Chief Dutra

- 1) Forensics Class Sgt. Bellant
- 2) Great Training at Middle School
- 3) Rathbun and I to Anchorage (Embrace the suck, Collaboration on Marijuana)
- 4) DOT Campaign
 - 30 kits
 - 25 to three agencies
 - TV twice
 - Please refer people to NPPD, State Farm, or Allstate
 - Refer outside city to FWW, AST, FPD
 - Refer to North Pole Archery
- 5) Active Shooter (thank you Buddy Lane and Chad Rathbun)
- 6) Santa Claus Letters ??
- 7) Employee has left... 2 vacancies
- 8) Issue with executive session has resolved itself no need to modify budget.
- 9) Chena Lakes negotiations.

Fire Department, Chief Lane

• Thanked council for passing the ordinance for new computers.

- Spoke on NIMS and new council members taking those tests on emergency management.
- Most of area Police Chiefs and Fire Chiefs discussing "active shooters" and emergency response. There will be 7 active shooter exercises in 2016 for Alaska Shield.
- Active Shooter class Thursday, December 10th, from 3:00 5:00 p.m. the Police and Fire departments will be doing an exercise.
- Chief Lane will not be at the next meeting and wished everyone a Merry Christmas.
- The NPFD teamed with the Red Cross and they gave away about 30 fire/CO detectors.

Borough Representative

• State and FNSB have a conflict in zoning. FNSB also has zoning powers over the City of North Pole.

Director of City Services, Bill Butler

Building Department
☐ No new building permits issued since November 9 Council meeting.
☐ Petro Star project is proceeding.
Paid plan review and permit fees: \$175,545.56
Public Works
☐ Since last meeting, Christmas decorations have been installed in roundabouts and at City Hall
☐ Public Works 2015 budget has enough money remaining in its snow plowing budget for one additional plowing
 If require two or more plowings before December 31, will need to adjust 2015 budget
☐ Snow removal and road sanding are major activities
☐ New Public Works pickup truck was not useable until received title a few weeks ago
 Cal Worthington Ford incorrectly mailed the title to North Slope (they did this with the Utility truck also)
Utility Department ☐ Sewer outfall and Notice of Violation.

- Final report responding to NOV completed and will deliver to ADEC on Tuesday.
- Engineer's recommendation is to build an extension to the sewer main in a phased approach. (See outfall location on back of this page.)
- Phase 1 cost estimate in 2015 dollars: \$3.74 million.
- Depending upon year of construction, project cost will vary: 2020 inflation adjusted cost is estimated at \$4.3 million.
- Outside funding (legislative award, grants and loans) permitting, wetlands mitigation and granting of easements will affect construction schedule.

Best case construction schedule is 2017.

Natural Gas Utility Board

- ☐ Candidate search for General Manager of IGU has been reinitiated.
- ☐ IGU is the only remaining party interested in being the "Local Control Entity" LCE
- IGU has initiated the process of assessing the terms that AIDEA is offering to transfer/sell Fairbanks Natural Gas to the LCE
- ☐ AIDEA to announce the gas supplier by mid-January 2016 (North Slope vs. Cook Inlet suppliers)

City Clerk, Kathy Weber

- Many thanks to Tricia Fogarty for helping with inputting payroll this pay period and to Stephanie DeCristo for helping with the minutes.
- We continue to work on the newsletter for January 2016 and encourage anyone who has
 information about things going on in the community to contact my office with dates and
 information about your event.
- I have been out of the office since Thanksgiving Day and will have the picture of our new council member online this week and hope to receive the other prints of Mr. McCarthy and Mr. Claus to put up at the front counter.

ONGOING PROJECTS

None

CITIZENS COMMENTS

• Jerry Evans, 1641 Cassidy Ct.

Mr. Evans spoke on behalf of Explore Fairbanks as the Public Relations Manager. The Alaska Magazine was introduced to the council with the articles that represent North Pole. Visitors guide also was gone over with interesting articles on the Interior. For more information contact www.explorefairbanks.com.

• Gene Therriault, AIDEA

Mr. Therriault spoke on natural gas and energy efficiency helping with low interest loans to businesses and individuals to convert from oil to natural gas.

Mr. McGhee asked about the actual tie in for the residents and a flat fee for tie-ins that would be fair.

Mr. Therriault stated that there is usually a flat fee for tie-ins and flexibility to what the fee is. It will depend on what the IGU decides.

Mr. Smith asked if any of the groups were able to meet the mcf at \$15.

Mr. Therriault stated that that is still their goal of \$15 per mcf.

Mr. Smith asked about the trailer at the pipeline yard.

Mr. Therriault stated that they will be hosting an open house on the trailer Tuesday, December 15th.

Mayor Ward said they talked about distribution and what options are available to hooking up to City of North Pole to Fairbanks.

Mr. Therriault said that there it was still in discussion.

OLD BUSINESS

ORDINANCE 15-19, AN ORDINANCE OF THE NORTH POLE CITY COUNCIL ESTABLISHING THE 2016 OPERATING AND CAPITAL BUDGET AND LEVYING THE MILL RATE, FINAL READING.

Mayor Ward gave the introduction to the 3rd and final reading of the budget. He stated that they did suspend the fleet funds and it is a skinny budget.

Public Comment

None

Mr. McGhee *moved to* Adopt Ordinance 15-19, an Ordinance of the North Pole City Council establishing the 2016 Operating and Capital Budget and levying the mill rate, *Final Reading* as follows:

Page 4 of budget section 2: Intergovernmental transfers change from \$62,585 to \$63,608 New total for section 2: \$5,318,107

Section 3, Public Works: \$624,386 to \$625,136

Section 5, Police Fleet Reserve: \$0 to \$61,630

Seconded by Mr. McCarthy

Discussion

None

Mr. McGhee *moved to* amend the 2016 North Pole City Council Operating and Capital budget and levying the mill rate as submitted by the Mayors recommendation (Appendix 2016 A) as follows:

Page 26, Funds Overview: Amend Fund 51 from 0 to \$61,630

Page 27, See attached spreadsheet (verify totals are good)

Add \$609,853 to Water budget

Seconded by Mr. McCarthy

Discussion

None

On Ordinance 15-19 as amended

PASSED

Yes: 7 – Claus, Dawson, McGhee, McCarthy, Smith, Holm, Ward

No: 0 Absent: 0

ORDINANCE 15-22, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND TITLE 13, PUBLIC SERVICES

Bill Butler stated that the 2016 budget was based on the rate increase for the utility department. The water rate is remaining the same but cannot continue to lose 20 % of their utility discharge. He said there was an error in the sewer rate and it should be 0.01340 and not 0.1340. The average utility bill for a customer would increase by slightly less than \$5.00.

Public Comment

None

Mr. McGhee *moved to* Adopt Ordinance 15-22, an ordinance of the City of North Pole, Alaska to amend Title 13, Public Services

Seconded by Mr. McCarthy

Discussion

None

Mr. McCarthy *moved to* Amend Title 13, Public Services to correct the sewer cost table per gallon from \$0.1340 to \$0.01340 on all lines with that calculation in it.

Seconded by Mr. Claus

Discussion

None

PASSED

Yes: 7 - Claus, Dawson, McGhee, McCarthy, Smith, Holm, Ward

No: 0 Absent: 0

On the main motion as amended

PASSED

Yes: 7 – Claus, Dawson, McGhee, McCarthy, Smith, Holm, Ward

No: 0 Absent: 0

RESOLUTION 15-20, A RESOLUTION OF THE CITY OF NORTH POLE ADOPTING A SOCIAL MEDIA POLICY

Mrs. Weber introduced the resolution stating that they had looked at a lot of different policies in the state and this seemed to fit for the City.

Public Comment

None

Mr. McGhee moved to adopt Resolution 15-20, a Resolution of the City of North Pole adopting a social media policy

Seconded by Mr. McCarthy

Discussion

Ms. Holm said she had several issues with the policy. She stated that the current committees that the City has are not running as good as they could be. She said she was not even noticed that there was a meeting until a few hours before the meeting. NPEDC was not notified of the meeting for the bed tax and therefore they had to communicate with her telephonically. She said this social media sounds like a hybrid between efforts from the public and staff members. She is concerned that the current City administration lacks enough discretion and professionalism on what they are going to use on the internet that they actually took a private email that was forwarded from a citizen that was forwarded to a city employee that was given to another employee and shared. She said to give this power to the current administration and that trust is gone and we need to focus on the current committees that we have making sure that they are run efficiently and people are alerted and make sure that we are not acting unprofessionally when it come to our current email.

Mayor Ward stated that he felt this was a good idea and that anything we can do to encourage the public to be more engaged and more involved with the City and the functions that go on in the City is a good thing. Part of the process of establishing a policy for social media is to make sure that we are doing it properly and that it is not abused. This does do a good job of establishing those processes to make sure that those medias are being used in an efficient manner.

Ms. Holm asked if it was outlined what the protocol is if it is abused and a section of code.

Mr. Weber said that it is laid out in the policy and it is policy not code.

Ms. Holm said that if there is a violation that there should be something laid out.

Mr. McGhee called point of order on subject matter. He said this is on a personal email from a social network that she is concerned about being publicized so much. He commented that there is no heart to the matter of this policy and there is no committee being formed and he is not going to waste his time itemizing everything she had to say and the fault of the people responsible for it, including herself as far as a committee chair is concerned. He said this is simply a policy and she is not directing the policy and we are not establishing a committee and he would like us to stay in uniform with the policy. As far as any punishment is concerned, the City has an ethics board, committee, and an ethics plan set out in ordinance.

Ms. Holm thanked Mr. McGhee for the information on the ethics board if a violation occurs.

Mr. McGhee said he was happy to see the social media policy for the City. He said being involved with the motorcycle club and that social media got that information out to a lot of people throughout the United States and it is virtually inexpensive. He said that by using social media to get out our functions, theme, and Spirit of Christmas is a good thing. He appreciates his council members concerns very much and understands that with our ethics guidance will help protect any personal interest that might be publicized and feels this is the right step in the first direction of being more connected with the social media and thanked Mrs. Weber for bringing it forward.

PASSED

Yes: 6 – Claus, Dawson, McGhee, McCarthy, Smith, Ward

No: 1 - Holm Absent: 0

COUNCIL COMMENTS

Mr. Smith – Thanked everyone for coming out tonight and said Christmas is in full swing. The bazaar was filled and the fireworks at 5:00 p.m. were great and it was a fun time.

Mr. Claus – Thanked the fire, police and dispatch for keeping the City safe.

Ms. Holm – No Comment

Ms. Dawson – No Comment

Mr. McGhee – He commented on how nice the show was that the Mayor and his family were in and being a part of the community. Christmas is upon us and he wished a Happy Hanukah and holiday season. He appreciates the emergency personnel and the proactive movement and plight of our country at this moment. He appreciates that they are working on the active shooter part and yes, he will get with Mr. Lane on completing the NIMS. He encouraged everyone to be careful and that there is one more meeting before Christmas and hopefully Ms. Weber will not find the box of hats. He thanked council for a good meeting.

Mr. McCarthy – Ebay has great deals on used carhartts.

Mayor Ward — Had a wonderful time with Mayor Kassel and Amber Courtney at the ice carving competition. He had a wonderful time with the family at the tree lighting and candle lighting ceremony. He thanked all the volunteers in the community that help to make this happen and that it really is what makes North Pole special. It was his pleasure to be of the show (Building Alaska) and his wife did comment that he needed a new pair of Carhartts for Christmas. The next council meeting there will be a holiday celebration for the community.

ADJOURNMENT

Mr. McGhee moved to adjourn the meeting at 8:41 p.m.

Seconded by Mr. Claus

The regular meeting of December 7, 2015 adjourned at 8:41 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, December 21, 2015.

	Bryce J. Ward, Mayor	
ATTEST:		
Kathryn M. Weber, MMC		
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Regular City Council Meeting December 7, 2015 7:00 p.m.

North Pole City Clerk



Introduced by: Mayor Jeffrey Jacobson

Date: December 17, 2001

RESOLUTION 01-15 A RESOLUTION PROMOTING PUBLIC AWARENESS AND EDUCATION OF THE BILL OF RIGHTS

WHEREAS, the best hope for continuation of our liberties and the knowledge that our institutions are based in equality, and

WHEREAS, the full protection of these individual liberties is vital to maintain our republic, and

WHEREAS, the Bill of Rights is the sole lasting protection of individual liberties, and

WHEREAS, these guaranteed liberties have enabled this nation to prosper, adapt and survive in our changing world situation, and

WHEREAS, individuals of all persuasions need to be assured of their protection under the Constitution and the First Ten Amendments (The Bill of Rights).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH POLE, ALASKA:

- The Bill of Rights will be read publicly on an annual basis during the second meeting of the City Council each December.
- That the Constitution of the United States of America and specifically the Bill of Rights be posted in City Hall where the public may view and read them.

Passed and approved by a duly constituted quorum of the North Pole City Council this 17th day of December, 2001.

leffrey James Jacobson, Mayor

ATTEST:

Kathryn Weber, City Clerk

Bill of Rights

Amendment I

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

Amendment II

A well regulated militia, being necessary to the security of a free state, the right of the people to keep and bear arms, shall not be infringed.

Amendment III

No soldier shall, in time of peace be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

Amendment IV

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

Amendment V

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

Amendment VI

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the state and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the assistance of counsel for his defense.

Amendment VII

In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be

otherwise reexamined in any court of the United States, than according to the rules of the common law.

Amendment VIII

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

Amendment IX

The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

Amendment X

The powers not delegated to the United States by the Constitution, nor prohibited by it to the states, are reserved to the states respectively, or to the people.



125 Snowman Lane North Pole, AK 99705

P: 907-488-8583 F: 907-488-3002 C: 907-388-2728

Email: Kathy@northpolealaska.com

City of North Pole Office of the City Clerk/HR Mgr

Memo

To:

NP City Council

From

Kathy Weber, CMC – City Clerk

Date:

12/16/2015

Re:

Liquor License Renewal

The ABC Board has contacted the City of North Pole as the following businesses are renewing their licenses within our jurisdiction. They are as follows:

Lic.#	Doing Business As	License Type	Licensee	Premises Address
2731	Sourdough Fuel	Package Store	Petro Star, Inc	3330 Badger Rd
2851	Pagoda Chinese Restaurant	Beverage Dispensary	First Security Investments, Inc	431 N Santa Claus Lane
4905	Taco Azteca Mexican Restaurant	Restaurant/Eating Place	Taco Azteca, Incorporated	101 Santa Claus Lane

The ABC Board is required under Alaska Statute to notify the City in writing that these establishments are renewing their liquor license so the city council can file a "protest" if they so desire.

The City Council is provided information on any complaints regarding the establishments from the Police Department, Fire Department, and also if they are up to date with City business license, water & sewer, and all sales tax.

As of this date there are no violations against any of the establishments up for renewal and recommendation is for a vote of non-objection for the above businesses. Please contact me if you have any further questions.

Thank you.



North Pole Police Dept. 125 Snowman Ln. North Pole, AK 99705

Chief Steve Dutra Phone: 907-488-8459 Fax: 907-488-5299

December 15, 2015

To: Kat

Kathy Weber, MMC

Re:

Liquor License

The North Pole Police Department has no reason to object the issuing of liquor license to the following establishments. We have had no cases that would support opposition.

Lic. #	Doing Business As	License Type	Licensee	Premises Address
2731	Sourdough Fuel	Package Store	Petro Star, Inc	3330 Badger Rd
2851	Pagoda Chinese Restaurant	Beverage Dispensary	First Security Investments, Inc.	431 Santa Claus Lane
4905	Taco Azteca Mexican Restaurant	Restaurant/Eating Place	Taco Azteca, Incorporated	101 Santa Claus Lane

Thanks

Chief Steve Dutra

5.08.030 Council review of license issuance, renewal, transfer, relocation, or continued operation. Share

- A. The Council may protest the issuance, renewal, transfer, relocation, or continued operation of an alcoholic beverage license as provided in State law. The protest shall cite any of the following criteria which the Council determines to be pertinent:
- 1. The character and public interests of the surrounding neighborhood;
- 2. Actual and potential law enforcement problems, including the proximity of the premises to law enforcement stations and patrols;
- 3. The concentration of other licenses of the same and other types in the area;
- 4. Whether the surrounding area experiences an unacceptable rate of alcohol abuse or of crime or accidents in which the abuse of alcohol is involved;
- 5. The adequacy of parking facilities;
- 6. The safety of ingress to and egress from the premises;
- 7. Compliance with State and local fire, health and safety codes;
- 8. The degree of control the licensee has or proposes to have over the conduct of the licensed business;
- 9. The history of convictions of the applicants and affiliates of the applicants for:
- a. Any felony involving moral turpitude;
- b. Any violation of AS Title 04; and
- c. Any violation of the alcoholic beverage control laws of another state as a licensee of that state;
- 10. Whether the applicant or the applicant's affiliates are untrustworthy, unfit to conduct a licensed business or constitute a potential source of harm to the public;
- 11. Any other factor the Council determines is generally relevant or is relevant to a particular application.
- B. The Council may also protest the issuance, transfer, renewal, relocation, or continued operation of a license as provided in State law if it determines any of the following conditions exist:

- 1. The business operated under the license is, on the date the Council considers the license, delinquent in the payment of any sales tax or penalty or interest on sales tax arising out of the operation of the licensed premises;
- 2. There are delinquent water and sewer charges or penalty or interest thereon arising out of the operation of the licensed premises;
- 3. There is a delinquent charge or assessment owing the City of North Pole by the licensee for a municipal service provided for the benefit of the business conducted under the license or for a service or an activity provided or conducted by the municipality at the request of or arising out of an activity of the business conducted under the license;
- 4. If the license requested is for a beverage dispensary and is requested under AS 04.11.400(d)(1), unless the tourist facility will contain thirty or more rooms;
- 5. The business operated under the license is, on the date the Council considers the application, in violation of State or local fire, health, or safety codes. A criminal conviction of the violation is not a prerequisite for a protest under this section.
- C If the Council recommends protest of the issuance, renewal, transfer, relocation, or continued operation of a license it shall state the basis of the protest and the applicant shall be afforded notice and an opportunity to be heard at an abbreviated informal hearing before the Council to defend the application. For the purposes of this subsection, notice shall be sufficient if sent at least ten days prior to the hearing by certified first class mail to the address last provided by the applicant to the City Clerk. At the conclusion of the hearing, the Council decision to protest the application shall stand unless the majority of the Council votes to withdraw the protest. (Ord. 15-11 § 2, 2015)



Department of Commerce, Community, and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

Sarah Daulton Oates 550 W 7th Avenue, Suite 1600 Anchorage, AK 99501 Phone: 907.269.0350 alcohol.licensing@alaska.gov

December 11, 2015

City of North Pole Attn: Kathy Weber

VIA Email: kathy.weber@northpolealaska.org

Cc: <u>kmajor@fnsb.us</u>

Re: Notice of 2016/2017 Liquor License Renewal Applications

Dear Ms. Weber,

We have received a renewal application for each of the following licenses within your jurisdiction:

Lic. #	Doing Business As	License Type	Licensee	Premises Address
2731	Sourdough Fuel	Package Store	Petro Star, Inc.	3330 Badger Road
	Pagoda Chinese		First Security Investments,	
2851	Restaurant	Beverage Dispensary	Inc.	431 Santa Claus Lane
	Taco Azteca Mexican	Restaurant/Eating		
4905	Restaurant	Place	Taco Azteca, Incorporated	101 Santa Claus Lane

A local governing body as defined under AS 04.21.080(b)(18) may protest the approval of an application(s) pursuant to AS 04.11.480 by providing the board and the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is arbitrary, capricious, and unreasonable. Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the

13004

Alcoholic Beverage Control Board 550 W 7th Avenue, Suite 1600 Anchorage, AK 99501

Renewal Liquor License 2016/2017

Phone: (907) 269-0350 Email: alcohol.licensing@alaska.gov http://commerce.alaska.gov/web/abc/Home.aspx

icense is:	🗴 Full Year	OR	□ Seasonal	If seasonal, list d	lates of operation:	-
SECTION	A - LICENSE INFOR	RMATION				
License N	lumber:		License Type:		Statute Reference:	
2731			Package Store		Sec. 04,11.150	
North Po	verning Body: le s North Star Borou	gh		Community Council	lit applicable):	
Name of	Licensee:			Doing Business As (D	BA):	
Petro Sta	r Inc.			Sourdough Fuel		
Mailing A 3900 C	Address: Street Suite 8	02		Street Address or Lo	cation of Premises:	
Ancho	rage, AK. 9950	03		3330 Badger Rd		
Phone:		Fax:		Email:		
907-330	6-6600	907-	339-6653	sbelden@petros	star.com	
Name of Entity (Corpo	oration/LLC/LLP/LP):					
Is the Entity in "Good	Fanadina#tab aba A	Manha Divisia	of Consentions?	X Yes TINO		
If no, attach written e	xplanation. Your ent	tity <i>must</i> be in	n compliance with Title	2 10 of the Alaska Statutes to		
				nt, Manager and Shareholder		
	rese	10	le %	Mading	Address	Telephone Number
See Attached		+				+
						-
		-				
						 i
NOTE: If you need ad-	ATAL A STATE OF THE STATE OF TH					

PETRO STAR INC. & SUBSIDIARIES CORPORATE INFORMATION

	BOARD MEMBERS	OFFICERS
PETRO STAR INC.		
Incorporated: 10/09/84	Rex Rock	
Fed_I.D. #92-0103818	Richard Glenn	CEO/President - Doug Chapados
BL #739688	Douglas L. Chapados	Secretary/Treasurer - Angela Speight
Commerce File #034032D		
Shares Authorized: 10,000,000		
Amount Issued: 8,200,000		W.
Dun & Bradstreet: 131463705		
Activity Code: 324110	(Effective 12/13/11)	
Douglas Chapados has Signatory Authority		

SECTION C – OWNERSHIP INFORMATION – S	OLE PROPRIETORSHIP (INDI	VIDUAL OWNER & SPOUSE)	
Individual Licensees/Affiliates (The ABC Board	d defines an "affiliate" as the s	pouse or significant other of a licensee. Each affiliat	e must be listed.)
Name: Address:	Applicant □ Affiliate □	Name: Address:	Applicant □ Affiliate □
Phone:	Date of Birth:	Phone:	Date of Birth:
Name:	Applicant □ Affiliate □	Name:	Applicant □ Affiliate □
Address:	Date of Birth:	Address:	Date of Birth:
Phone:		Phone:	

SECTION D - SUPPLEMENTAL QUESTIONS			
Was your business open at least 30 days for 8 hours each day in 2014?	□Yes	No Transfer	2015
Was your business open at least 30 days for 8 hours each day in 2015?	₽Yes	EJ No	
Has any person named in this application been convicted of a felony or Title 4 violation?	□ Yes	□ No	
If yes, attach a written explanation.			
Has the licensed premises changed from the last diagram submitted?	□ Yes	No	
If yes, attach a new diagram with designated premises areas outlined in red.			

DECLARATION

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best
 of my knowledge and belief it is true, correct, and complete.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.
- As a licensee (sole proprietor or partner), I certify that I have received Alaska alcohol server training and my certification is currently valid.
- As a corporate/LLC licensee, I certify that all agents and employees who serve, sell, or are otherwise responsible for the service, sale, or storage
 of alcoholic beverages have received Alaska alcohol server training and their certification is currently valid. I further certify that certain
 shareholders, officers, directors, or members of the entity who are not directly or indirectly responsible for the service, sale, or storage of
 alcoholic beverages are not Alaska alcohol server training certified and will not be required to be certified.
- As a licensee, I certify that all of my agents and employees tasked with patron identification verification have received alcohol server training and their certification is currently valid.

License Fee	\$ 2500.00
Filing Fee	\$ 200.00
TOTAL	\$ 2700.00
Late Fee of \$500.00 – if received or postmarked after 12/31/2015	\$
Fingerprint Fee - \$49.75 per person (only for new owners/members)	\$
GRAND TOTAL	\$2700.00

Licensee Signature	Printed Name & Title:
700	XI BIN LIN - President
Notacy Signature	Subscribed and sworn to before me this
TIMUDA I L	2 day of DRGINDEY 2015.
No say Public in and for the State of:	My commission expires: 1000
tainvalles, MOSEL	0 25 19

Renewal Application

Page 2 of 2

Notary Public
ARIEL SKOVRINSKI
State of Alaska
My Commission Expires June 23, 2019

09/21/2015

ECTION C - OWNERSHIP INFORMATION - SQLE PRO	PRIETORSHIP (INDIVIDU	AL OWNER & SPOUSE)	
ndividual Uçensees/Affiliates (The ABC Board defines	an "affiliate" as the spous	or significant other of a licenses	e. Each affiliate must be listed.)
Nama: WYlfredo Gallo.	Applicant Ø	Name: Address:	Applicant D
Address: PO Box 74708 agre-	Date of Blob:	Phone:	Date of Birth:
Phoné(907) 350-6047. Name:	AFPICAN D Applican D AFIIIMA	Name:	Applicant D
Address:	Date of Births	Address:	Date of Birth:
Phone:		Phone:	

SECTION D - SUPPLEMENTAL QUESTIONS				
Was your business open st least 90 days for 5 hours each day in 2014?	Pier	Ď No		
Was your business open or least 30 days for 8 hours each day in 2015?	gres	□ No		
Has arty person named in this approarien been convicted of a follony or Thire 4 violation? If yes, attach a written explanation.	☐ Yes	PHO		
Has the Heanted promises changed from the last diagram submitted?	Dres	No.		
If yes, attach a new diagram with designated premises areas outlined in red.	M.G)			
Ware your gross receipts from the sale of food at least 50% of your total gross receipts for 2014 and 2015	of Ores	PONO		

DECLARATION

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete.
- hereby cartify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Severage Control Board. The undersigned cartifles on bohalf of the arganized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am formular with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.33.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.
- As a licensee (sole proprietor or partner), I certify that I have received Alaska alcohol server training and my certification is currently valid.

 As a corporate/LLC licensee, I certify that all agents and employees who serve, sell, or are otherwise responsible for the service, sale, or storage of alcoholic beverages have received Alaska alcohol server training and their certification is currently valid. I further certify that certain shareholders, officers, directors, or members of the entity who are not directly or indirectly responsible for the service, sale, or storage of alcoholic beverages are not Alaska alcohol server training cortified and will not be required to be certified.
- As a licensee, I certify that all of my agents and employees tasked with petron identification verification have received alcohol server training and their certification is currently valid.

License Fee	\$ 600.00	
Filing Fee	\$ 200.00],
TOTAL	\$ 800.00	V
Late Fee of 5500.00 - if received or postmarked after 12/31/2015	S	
Fingerprint Fee - \$49.75 per person (anly for new owners/members)	\$]
GRAND TOTAL	\$	

Licensee Signature Hit for the State of: A/2

Page 2 of 2

mn. 99/33/7018

a 00/80 (55 和 1200)

<u>Memorandum</u>

To: Kathy Weber, MMC

cc: North Pole City Council

From: Tricia Fogarty, CFO

Date: 12/17/2015

Re: Liquor License Renewal

- 1. Sourdough Fuel, Package Store
- 2. Pagoda Chinese Restaurant
- 3. Taco Azteca Mexican Restaurant

The above listed businesses are all current and in good standing on their utility accounts and alcohol tax accounts.

I encourage the North Pole City Council to recommend the renewal of their liquor license.

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

City of North Pole Director of City Services

Memo

To: Bryce Ward, Mayor

From: Bill Butler

Date: December 9, 2015

Subject: 2016 Waste Water Compliance Monitoring and 2014 Sanitary Survey professional

services proposal

Recommendation

Accept the following Pollen Environmental, LLC laboratory and consulting professional services proposal:

•	Waste Water Compliance Monitoring proposal (IPP Monitoring)	\$64,671.50
•	Routine monitoring (Personnel & Laboratory)	\$24,940.00
•	Total	\$89,611.50
•	Laboratory contingencies	\$4,000.00
	Personnel contingencies	

Background

Since the mid-1980s, NTL Alaska, Inc. has provided quality and reliable wastewater laboratory services and wastewater treatment consulting for the City of North Pole. A significant share of the professional services they annually provided to the Utility Department has been third-party wastewater sampling and laboratory analysis. These third-party services provide a check on the Utility and its dischargers. Waste Water Compliance Monitoring expenses in 2015 for IPP Monitoring were \$69,188.50 and routine monitoring were \$33,506.00. For the second year the costs have been lower than the previous year. The cost reductions are a result of NTL transferring sampling functions to Pollen Environmental, a spinoff of NTL. The proposal also contains contingencies for possible laboratory and personnel charges that may result from unforeseen issues that may arise during the year. Similar contingencies were part of last year's proposal.

The three industrial discharges in North Pole (Flint Hills, GVEA and Petro Star) reimburse the Utility for the majority of the laboratory and monitoring expenses. The costs are charged back to the industrial discharges because the Utility only must conduct these laboratory tests and monitoring because the industries discharge to the public wastewater treatment system authorized by Industrial Pretreatment Program (IPP) permits. In addition, the Utility charges

back to Flint Hills the costs associated with sampling and testing the City's drinking water wells for sulfolane. The Utility also must conduct laboratory sampling and analysis for it Alaska Pollutant Discharge Elimination System wastewater permit requirements not associated with the industrial dischargers. These charges are operational expenses and paid from utility customer charges.

External Revenue

- 02-10-00-5835 (Water): Lab testing-----\$2,000
- 02-12-00-5005 (Wastewater): SID Pretreatment Program ------\$70,000

Pollen Environmental's 2016 professional service proposal is attached.



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

Per APDES Permit # AK 002139-3

2016

Prepared for:

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

Attention: Paul Trissell, Utilities Supervisor

Jerod E. Pollen, President, Pollen Environmental, LLC

November 30, 2015

1.0 INTRODUCTION

1.1 Objectives

The objectives of this proposal are:

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

1.2 2015 Monitoring Schedule and Permit Modifications

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

2.0 SCOPE OF WORK

2.1 Tasks and Schedules

Wastewater Sample Management:

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

Routine Daily, Weekly, and Monthly Monitoring

TABLE 1 presents the parameters to be sampled each week of the month and who will be responsible for their collection. CONP operators will collect the routine samples on the all but one week of each month. PE will collect the routine samples one week of each month. The routine sampling day for weekly samples will be Tuesday or Wednesday, and samples should be collected and delivered to Pollen Environmental in the morning unless previously scheduled with the laboratory. The routine samples and associated tests are:

- 1. Five days per week, Monday through Friday, the CONP operators will collect samples from the effluent sump and analyze them on site for pH, Temperature, Dissolved Oxygen, and Total Chlorine Residual.
- 2. The CONP operators will collect weekly samples from the influent, X-1, and the effluent for Chemical Oxygen Demand (COD) analysis and deliver them to PE. The COD samples will be used as indicators of potential high organic loading from CIU discharges. The CONP operators will also collect samples from the influent, X-1, X-2, and X-3 for Dissolved Oxygen, Conductivity, Temperature, and pH testing on site each Wednesday, except on the one week of each month in which PE collects our monthly set of samples.
- 3. The first week of each month, the CONP operators will also collect Biological Oxygen Demand (BOD₅) and Total Suspended Solids (TSS) samples as a composite from the influent autosampler. The effluent will also be sampled for BOD₅, TSS, Total Aqueous Hydrocarbons (TAqH), Total Aromatic Hydrocarbons (TAH), and Fecal Coliform bacteria.
- 4. One week (typically the second week) of each month, PE technicians will collect all of the samples listed in paragraphs 2 and 3 above, plus additional BOD₅, COD, and TSS samples from X-1, X-2, and X-3, and a CBOD₅ from the effluent. Sulfolane samples will also be collected from the influent, X-1, and the effluent. During the monthly site visit, the PE technicians will perform an onsite quality assurance review of the on site testing instruments to verify precision and accuracy in those measurements.
- 5. Once per month, the CONP operators will collect samples for onsite analysis of available nutrients. Concentrations of phosphate (as PO4), nitrate (as N), and ammonia (as N) will be measured in samples from each of the five sample locations using a HACH DR890 Colorimeter. These analyses are not ADEC permit requirements, but are recommended to ensure that the lagoon system does not encounter a nutrient deficiency.

Mixing Zone Monitoring

Twice per year PE will collect samples from the Tanana River at the CONP WWTP effluent mixing zone. The samples are collected from pre-designated seasonal sample points located downstream from the mixing zone and are analyzed for Fecal Coliform,

CONP 2015 Wastewater Compliance Monitoring Proposal November 30, 2015 Page 4 of 7

Total Chlorine Residual, pH, and Dissolved Oxygen. The samples collected for Dissolved Oxygen, pH, and Total Chlorine Residual will be analyzed on site at the North Pole WWTP laboratory. During the summer sampling event (June-September) samples are collected from the summer mixing zone described as the area extending downstream from the end of the outfall line with a length of 9 meters and a maximum width of 2 meters. During the winter sampling event (October-May) samples are collected from the winter mixing zone described as the area extending downstream from the end of the outfall line with a length of 267 meters and a maximum width of 4 meters. For scheduling, we plan to collect the summer samples in June and the winter samples in October. The mixing zone sampling schedule may be adjusted if flow through the discharge zone is too low to allow representative samples to be collected.

POTW Monitoring Samples

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

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

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

Biosolids Monitoring

Once during the summer, with the assistance of the CONP WWTP operators, PE will assist in the collection of biosolids samples from Cells 1 and 2 of the CONP wastewater treatment lagoon. The depth of the sludge will also be estimated in all four cells and a sample for total and volatile solids will be collected so the estimated volume of sludge on a dry weight basis can be calculated. A coring sampler will be used to collect a representative number of individual samples from the bottom of each cell, and combined into one composite sample for that cell. The four composite samples will then be transferred into appropriately preserved containers and kept cool during transport to PE's Fairbanks laboratory. The composite samples from Cells 1 and 2 will be analyzed for total metals (EPA 503 biosolids list), total nitrogen, total phosphorus, and total potassium. The composite samples from all four cells will be analyzed for percent total

CONP 2015 Wastewater Compliance Monitoring Proposal November 30, 2015 Page 5 of 7

and volatile solids. PE will prepare and forward a report of the sampling event to the CONP.

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

Expanded Effluent/Whole Effluent Toxicity Monitoring

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

Discharge Monitoring Reports

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

Annual IPP Report

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

2.2 Project Management

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

3.0 PROJECT BUDGET

3.1 Compliance Monitoring Budget

The enclosed budget summary shows the services to be performed for the CONP wastewater treatment facility. The routine monitoring schedule for 2016 is the same as that used in 2015. The Whole Effluent Toxicity and "expanded effluent testing" requirements of the current APDES permit cycle have been completed, so that line item does not require a budget allocation for 2016, unless the APDES permit is renewed and

CONP 2015 Wastewater Compliance Monitoring Proposal November 30, 2015 Page 6 of 7

that requirement reinstated. The monitoring program has been divided into three sections for 2016: Routine Monitoring Personnel Allocations, Routine Permit-Required Monitoring Laboratory Analysis, and IPP (Industrial Pretreatment Program) Monitoring and Laboratory Analysis. A description of each of these sections follows:

Routine Monitoring Personnel Budget:

The personnel budget includes the hours required to manage the wastewater compliance monitoring and for quality control of the analytical work. The discharge monitoring report budget is presented as a line item, and includes the hours and computer generated forms required to prepare the monthly reports required by the APDES permit.

Routine Laboratory Analysis Budget:

The laboratory budget includes the routine permit required influent and effluent monitoring including total hardness, ammonia and grease and oil. The routine monitoring budget also includes the mixing zone surface water monitoring.

IPP Monitoring and Laboratory Analysis Budget:

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

- Monthly Quality Assurance Monitoring these are routine parameters that are being monitored as a consequence of the CONP being required to have an IPP program, including some that are being monitored more frequently than the minimum required by the discharge permit. The purpose of this additional sampling and testing is to monitor for unexpected discharges from the significant industrial users (SIU) with IPP permits that discharge to the CONP wastewater collection system, and that could potentially impact the ability to meet the discharge permit conditions.
- Publically Owned Treatment Works (POTW) and Reduced POTW Monitoring
- Biosolids Monitoring

All IPP Monitoring and Laboratory Analysis services are invoiced back to the SIU dischargers by the CONP. Assistance with any IPP permit compliance issues and SIU monitoring events may be requested throughout the year by the CONP. These will be invoiced at the PE unit rates quoted in the enclosed budget, but are not specifically itemized in this budget proposal.

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

Personnel Contingency:

A \$1,000 contingency has been added to the personnel budget to accommodate nonroutine consultation services as requested during 2016.

CONP 2015 Wastewater Compliance Monitoring Proposal November 30, 2015 Page 7 of 7

Laboratory Budget Contingency:

A \$4,000 contingency has been added to allow for any re-sampling or any additional sampling events that may be requested by the CONP or required by the permitting authority during 2016.

Invoicing:

All routine monitoring services on this project will be invoiced to the CONP once per month. Services associated with the IPP program will be separately itemized from the routine monitoring services so the CONP can invoice those back to the SIUs.

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

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

3.2 Proposed Budget Conditions

The attached itemized budget is proposed as a not to exceed estimate without prior authorization by the CONP for the services indicated. As noted above, IPP permit specific work requested by the CONP will be invoiced on a time and expense basis. PE requests authorization to reallocate budget amounts to different work elements in order to meet the project objectives as long as the estimated budget total is not exceeded. If the APDES permit is reissued during 2016 and the monitoring requirements under the new permit are significantly different than those in the current permit, then we will prepare a proposed budget amendment to address the revised monitoring requirements.

TABLE 1 - CONP WASTEWATER MONITORING SCHEDULE: 2016

ROUTINE DAILY, WEEKLY, AND MONTHLY MONITORING

LOCATION	PARAMETERS	WEEK 1	WEEK 2	WEEK 3	WEEK 4+
INFLUENT*	BOD	X	x		
	COD	x	x	X	x
	TSS	X	x		
	Sulfolane		X		
	pH, Cond.	X	X	X	x
X-OVER 1**	BOD		x		
	COD	x	X	X	X
	TSS		X		
	Sulfolane		x		
	pH, DO, Cond.	X	X	X	x
X-OVER 2**	BOD		x		
	COD		X		
	TSS		X		
	pH, DO, Cond.	X	X	X	x
X-OVER 3**	BOD		x		
	COD		X		
	TSS		X		
	pH, DO, Cond.	X	x	X	x
EFFLUENT**	BOD	X	x		
	CBOD		X		
	COD	X	X	X	x
	TSS	×	X		
	Fecal Coliform	X	X		
	TAH/TAqH***	X	x		
	Sulfolane		X		
	Cond.	X	X	X	x
EFFLUENT***	* pH, DO, TCl ₂ Res.	x	x	x	x
SAMPLES COL	LECTED BY:	CONP	PE	CONP	CONP

^{*} Grab or composite samples

^{**} Grab samples

^{***} Dechlorination of sample required

^{****} Grab samples collected by CONP five days per week (Monday - Friday)

TABLE 1 - CONP WASTEWATER MONITORING SCHEDULE: 2016

MIXING ZONE SURFACE WATER MONITORING

LOCATION	PARAMETERS	JUNE*	OCTOBER**
MIXING ZONE	Fecal Coliform	X	X
	pН	x	X
1	DO	X	X
	TCl ₂ Res.	X	X
SAMPLES COLL	ECTED BY:	PE/CONP	PE/CONP

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

MISCELLANEOUS QUARTERLY PARAMETERS

LOCATION	PARAMETERS	JANUARY	APRIL	JULY	OCTOBER
EFFLUENT*	Total Ammonia	x	x	X	X
	Hardness	x	x	X	x
	Oil & Grease		X		
SAMPLES CO	LLECTED BY:	PE	PE	PE	PE

^{*} Grab samples

POTW MONITORING SAMPLES*

LOCATION	PARAMETERS	JANUARY	APRIL	JULY	OCTOBER
INFLUENT** &	Arsenic	X	Х	x	X
EFFLUENT***	Chromium	x	X	x	x
	Copper	X	X	x	x
	Nickel	X	X	x	x
	Selenium	x	x	X	x
INFLUENT** &	Cadmium		x		X
EFFLUENT***	Cyanide		x		x
	Lead		x		x
	Mercury		X		x
	Molybdenum		X		x
	Silver		X		x
	Sulfolane		X		x
	Zinc		X		x
SAMPLES COLL	ECTED BY:	PE	PE	PE	PE

^{*} Three days (3 sets of samples) within a week (Monday - Friday)

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

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

^{**} Composite samples

^{***} Grab samples



CITY OF NORTH POLE WASTEWATER COMPLIANCE MONITORING 2016 BUDGET SUMMARY

CONP WWTP MONITORING 2016 BUDGET SUMMARY					
Routine Monitoring Personnel Budget	\$16,830.00				
Routine Permit-Required Laboratory Analysis Budget	\$8,110.00				
IPP Monitoring and Laboratory Analysis Budget	\$64,671.50				
Laboratory Contingency	\$4,000.00				
Personnel Contingency	\$1,000.00				
TOTAL PROPOSED BUDGET:	\$94,611.50				

ROUTINE MONITORING PERSONNEL ALLOCATIONS:

WWTP Sampling, One Week of Each Month:

		Rate	Quantity	Total
Jerod Pollen	hour	150.00	4.0	600.00
Vehicle Miliage	mile	0.90	25.0	22.50
Estimated Monthly Personnel	Budget:			\$622.50

Project Quality Assurance and Administrative Services:

		Rate	Quantity	Total
Michael Pollen	hour	180.00	1.0	180.00
Tamara Pollen, Administrative	hour	90.00	2.0	180.00
Estimated Monthly Quality Assuran	nce Budget:			\$360.00

Discharge Monitoring Reports:

		Rate	Quantity	Total
Jerod Pollen	hour	150.00	2.5	375.00
Michael Pollen	hour	180.00	0.25	45.00
Estimated DMR Report Budge	et/Month:			\$420.00

TOTAL ROUTINE MONITORING PERSONNEL BUDGET:	\$16,830.00

ROUTINE PERMIT-REQUIRED MONITORING LABORATORY ANALYSIS:

Monthly Regulated Monitoring:

Parameter:	Unit Rate	Quantity	Total
Biological Oxygen Demand (BOD)	65.00	4.0	260.00
Fecal Coliform Bacteria	60.00	2.0	120.00
Total Suspended Solids (TSS)	40.00	4.0	160.00
Estimated Monthly Analysis Budget:			\$540.00

Total Monthly	Analysis Bu	udget (12 Months):

\$6,480.00

Mixing Zone Quality Assurance Monitoring:

Laboratory Analyses		Unit Rate	Quantity	Total
Fecal Coliform	SM9222D	60.00	2.00	120.00
Total, Analyses				\$120.00

Sample Collection and Data Reporting	Unit Rate	Quantity	Amount
Project Management & Sampling, hour	150.00	3.0	450.00
Administrative, Hour	90.00	0.5	45.00
Mileage/mile	0.90	25.0	22.50
Subtotal, Personnel & Materials			\$517.50
Subtotal Mixing Zone Sampling/Event:			\$637.50
Total Annual Mixing Zone Sample (2 Events/Yr):			\$1,275.00

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

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

^{*} Metals and cyanide analysis are completed as part of the POTW sampling program

TOTAL ROUTINE MONITORING ANNUAL LABORATORY ANALYSIS BUDGET:

\$8,110.00

IPP MONITORING AND LABORATORY ANALYSIS:

Monthly Quality Assurance Monitoring:

Parameter:	Unit Rate	Quantit	у	Total
Biological Oxygen Demand (BOD)	65.00	3.0		195.00
BOD/Carbonaceous	75.00	1.0		75.00
Sulfolane	225.00	3.0		675.00
Total Aqueous Hydrocarbons (TAqH)	275.00	2.0		550.00
Total Aromatic Hydrocarbons (TAH)	225.00	2.0		450.00
Travel Blank (TAH)	0.00	2.0		0.00
Total Suspended Solids (TSS)	40.00	3.0		120.00
*Chemical Oxygen Demand (COD)	65.00	14.0	(4 Weeks)	910.00
*Chemical Oxygen Demand (COD)	65.00	17.0	(5 Weeks)	1105.00
Subtotal Monthly Analysis Budget: 4 Week Months				\$2,975.00
Subtotal Monthly Analysis Budget: 5 Week Months				\$3,170.00
Total Monthly Analysis Budget: 4 Week Months (Jan, Feb, Apr,	May, Jul, Sept, Oct	t, Dec)	8	\$23,800.00
Total Monthly Analysis Budget: 5 Week Months (Mar, Jun, Aug	, Nov)		4	\$12,680.00

Publically Owned Treatment Works (POTW) Monitoring:

Parameter:	Unit Rate	Quantity	Total
Metals (As, Cd, Cr, Cu, Pb, Ni, Mo, Se, Ag, Zn)	270.00	6.0	
Mercury	31.50	6.0	

Subtotal, Analyses	355.50	6.0	\$2,133.00
Sample Collection and Data Reporting	Unit Rate	Quantity	Amount
Project Management & Sampling, hour	150.00	48.0	7200.00
Project QC, Mike Pollen	180.00	1.0	180.00
Administrative, Hour	90.00	0.5	45.00
Mileage/mile	0.90	450.0	405.00
Subtotal, Personnel & Materials			\$7,830.00
Subtotal POTW Monitoring Budget/Event:			\$9,963.00
Total Annual POTW Monitoring Budget (2 Events/Yr):			\$19,926.00

54.00

6.0

Reduced Publically Owned Treatment Works (POTW) Monitoring:

Laboratory Analyses	Unit Rate	Quantity	Total
Metals (As, Cr, Cu, Ni, Se)	135.00	6.0	
Total, Analyses	135.00	6.0	\$810.00

Sample Collection and Data Reporting	Unit Rate	Quantity	Amount
Project Management & Sampling, hour	150.00	12.0	1800.00
Project QC, Mike Pollen	180.00	1.0	180.00
Administrative, Hour	90.00	0.5	45.00
Mileage/mile	0.90	75.0	67.50
Subtotal, Personnel & Materials			\$2,092.50
Subtotal POTW Monitoring Budget/Event:			\$2,902.50
Total Annual POTW Monitoring Budget (2 Events/Yr):			\$5,805.00

Biosolids Monitoring:

Cyanide

Laboratory Analyses	Analysis Method	Unit Rate	Quantity	Total
Metals (As, Cd, Cr, Cu, Pb, Ni, Mo, K, Se, Ag,	EPA 6010B	270.00	2.0	
Phosphorous	EPA 365.4	45.00	2.0	
Mercury	EPA 245.1	31.50	2.0	
Total Nitrogen	SM 4500-N	90.00	2.0	
Subtotal, Chemical Analysis:		436.50	2.0	873.00
Total Solids/ Total Volatile Solids	EPA 160.4	65.00	4.0	260.00
Subtotal, Analyses				\$ 1,133.00

Data Reporting	Unit Rate	Quantity	Amount
Project Management & Sampling, hour	150.00	6.0	900.00
Project QC, Mike Pollen	180.00	2.0	360.00
Administrative, Hour	90.00	0.5	45.00
Vehicle (mile)	0.90	25.0	22.50
Subtotal, Personnel & Materials			\$1,327.50
Total Biosolids Monitoring Budget:			\$2,460.50

^{*} All IPP Monitoring is billed to the Significant Industrial Users under the CONP Industrial Pretreatment Program.

1 ORDINANCE 15-25 2 3 AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO 4 AMEND THE 2016 BUDGET TO AUTHORIZE A PROFESSIONAL 5 SERVICES AGREEMENT WITH STANTEC ENGINEERING TO 6 GENERATE ENGINEERING AND DESIGN DOCUMENTS TO THE 7 SEWER DISCHARGE MAIN EXTENSION 8 9 WHEREAS, changes to the public services practices and policies is a continually changing 10 requirement; and 11 12 WHEREAS, the City of North Pole Municipal Code should be amended to conform to the 13 requirements of the City, and 14 15 WHEREAS, in 2014 the Utility received a \$500,000 legislative award to address the periodic 16 loss of river flow at its sewer outfall on the Tanana River, and 17 18 WHEREAS, the Alaska Department of Environmental Conservation (ADEC) issued the Utility 19 a Notice of Violation (NOV) for the violation of its Alaska Pollutant Discharge Elimination 20 System permit that resulted from the periodic loss of river flow at the sewer outfall, and 21 22 WHEREAS, the ADEC required the Utility to propose a solution to the NOV, and 23 24 WHEREAS, the Utility has expended or obligated \$216,550 of the legislative award for 25 engineering services from Stantec to generated the initial responses to the NOV, and 26 27 WHEREAS, the Utility's solution to the NOV is to extend the sewer discharge main to a 28 reliable channel of the Tanana River and the first stage of the response requires generating 29 engineering and design documents, and 30 31 WHEREAS, Stantec has submitted an amendment to its existing professional services 32 agreement costing \$302, 090 to generate the engineering and design documents to the sewer 33 outfall extension project. (Stantec's professional services agreement amendment is attached to 34 this ordinance.) 35 36 WHEREAS, to fully fund Stantec's professional services agreement amendment will require 37 transferring \$18,690 to the fund devoted to responding to the NOV and the attached fiscal NOTE 38 details the fund transfer. 39 40 **NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of North Pole: 41 42 Section 1. This ordinance is of a special nature and shall not be included in the North Pole Code of Ordinances. 43 44 45 **Section 2**. Effective date. 46

48	adoption.	too FM on the first City business day following
49	•	
50	PASSED AND APPROVED by a duly co	onstituted quorum of the North Pole City Council this
51	4 th day of January, 2016.	-
52		
53		
54		
55		Bryce J. Ward, Mayor
56		
57	ATTEST:	
58		
59		
60	-	
61	Kathryn M. Weber, MMC	
62	North Pole City Clerk	
63		
64		

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

City of North Pole Director of City Services

Memo

To:

North Pole City Council

From:

Bill Butler

Date:

May 13, 2015

Subject:

Professional Services Proposal for engineering and design services from Stantec

Engineering to begin the resolution of the Utility's Notice of Violation

Recommendation

Accept Stantec's proposal for \$302,090 to generate engineering and design documents for the construction of an extension to the sewer discharge main. The engineering is the first step to resolve the Alaska Department of Environmental Conservation (ADEC) Notice of Violation (NOV).

Background

The Utility has experienced periodic loss of flow at the sewer outfall that resulted in ADEC issuing the Utility a Notice of Violation (NOV). The City contracted with Stantec to generate its initial response to the NOV. The initial response identified and assessed 5 possible solution to the NOV and recommended the two most viable solutions. In May 2015, the City contracted with Stantec to generate the Utility's assessment of the viable solutions to the NOV. On December 8, the Utility submitted the comparison of the two solutions and recommended a single solution—an extension of the existing sewer discharge main to a more reliable channel of the Tanana River. The NOV response included 35% design drawings prepared by Stantec and project funding and construction critical path/timelines developed by the Utility. One of the first steps in the critical path includes beginning the engineering and design of the extended sewer outfall main at the start of 2016. Engineering and design documents will strengthen any Municipal Matching Grant (MMG) application. MMG applications are due to the State of Alaska in early August 2016. Also, the Utility needs engineering and design documents to begin the permitting process with the Army Corps of Engineers, Department of Natural Resources, Fish and Game, Fairbanks North Star Borough, and ADEC. The permitting process can take from six to 18 months. The Utility needs to secure permits before it can release a request for bids for construction of the sewer main.

Stantec's proposal is attached. The cost is significant, but the engineering and design for this project is less "traditional" than some of the Utility's prior projects—this project will include new construction in wetlands on property not owned by the City. The recently approved 2016 City of North Pole Budget includes \$320,000 for 'Mixing Zone Compliance' utilizing 2014 legislative grant for \$500,000 to respond to the loss of river flow at its sewer outfall on the Tanana River. The balance of the

expended and obligated balance of the legislative award is projected to be \$283,400 requiring transferring \$18,690 to this project. The Utility proposes to transfer funds allocated in the 2016 Budget approved for small capital projects in the Utility—fencing at the wastewater plant (\$15,000) and emergency generator hook-up at pump house (\$3,690). The proposed transfers are detailed in the attached ordinance and fiscal note.

City of North Pole, Alaska

Fiscal Note Year: 2016

Accomp	anying Ordinance/Resolution	: Bid recommendation		
Originate	or / sponsor: Bill Butler			
Date: 12/	16/2015			
Does the	e Ordinance or Resolution h	ave a fiscal impact?	√yes	no
FUND	Account Description	Account #	Debit	Credit
27	Wastewater Reserves Fund 27	27-12-00-7091	15,000	
25	Water Reserve Fund 25	25-10-00-7091	3,690	
03	Capital Projects Fund 3: Mixing Zone Compliance	03-73-00-7003		18,690
		,		
The balan the cost of services a Complian	cy: (Brief description of propose or resolution. Where did the ce in the legislative award based use the professional services agreement greement, funds must be transferred ce. All the fund and account number of accounts to be presented to the	e money come from a spon expenditures and ob- ent is \$302,090. To fully ed into the Capital Projec- ers will changes with the	and how will i ligations is \$283 finance the prof ts Fund: Mixing	t be used). ,400 and essional Zone
Prepare	d By: Bill Butler: BW B	Date:	12/16/2015	
Finance	Approval: Tricia Fogarty:	Jose Jugel Date	12/16/2015	
NOTE- Fi	scal notes attached to an ordinance	e are considered amendm	ents to the budg	et and do

not require an additional approval for insertion into the budget document.



Stantec Consulting Services Inc. 2515 A Street Anchorage AK 99503-2709 Tel: (907) 276-4245 Fax: (907) 258-4653

December 10, 2015

Bill Butler Director of City Services 125 Snowman Lane North Pole, AK 99705

Project:

City of North Pole Wastewater Effluent Discharge

Subject:

Professional Services Fee Proposal

Dear Mr. Butler:

In preliminary investigations for the subject project, Stantec Consulting Services Inc. (Stantec) completed conceptual development and regulatory scoping activities for five alternatives intended to correct the City of North Pole's (CONP) discharge permit violation. The investigation and subsequent feasibility study concluded two alternatives where viable:

Alternate 1 - Construct New Discharge to Tanana River Alternate 2 - Construct Effluent Infiltration Pond

The recommended alternative was variant 1C of Alternate 1. Initial construction consists of approximately 4320 linear feet of 10 or 12 inch effluent main to extend the CONP's existing discharge to a larger braid of the Tanana River. The feasibility study and recommended alternate are current awaiting review and approval by the Alaska Department of Environmental Conservation (ADEC). It is anticipated that ADEC will accept the study and recommendations. ADEC has expressed considerable desire that CONP maintains an accelerated timeline and complete construction as soon as possible. This requires initiation of design engineering in January of 2016 and completion of construction documents sufficient for permitting and funding (95% or better) by July 2016.

In support of the CONP's efforts to achieve the City's schedule and milestones, Stantec has prepared this proposal to provide the required design engineering and other related services. It is our understanding that upon approval by CONP, this scope and fee will be added to our existing project agreement by amendment.

Section 4.3 Project Sequence of the Discharge Feasibility Study identifies the required work. Our proposal includes:

Task 1 - Investigations

Stantec will collect specific information needed to complete construction documents, permitting, bidding and construction. Completion of this task is dependent upon obtaining DNR access agreements (Task 3), but we are targeting the February / March timeframe for completion. Subtasks include:

- **Project Kickoff / Coordination.** Management, startup, planning and team coordination activities. Includes site visits prior to agency meetings regarding the outfall location.
- Outfall Determination and Route Verification. A site visit to identify and mark the Alternate 1C route and outfall location at the river. This includes a site visit with Alaska Department of Fish and Game (ADF&G) to mark and approve the discharge site. We will also invite US



Bill Butler Director of City Services 125 Snowman Lane North Pole, AK 99705

Page 2 of 4

Army Corps of Engineers (USACE), Alaska Department of Natural Resources (ADNR), and Fairbanks North Star Borough (FNSB) contacts as may be interested in the site visit. Once an outfall local is finalized, Stantec can set and mark the alignment, adjusting as necessary to avoid routing along ephemeral stream channels and wetlands to the extent possible.

- **Design Survey.** Previous phases have relied on aerial imagery and minimal field survey. At this time, topographic survey will be conducted along the pipe/road alignment to obtain topography for design and to establish survey control.
- **Geotechnical Investigation.** The alignment traverses a variety of soils ranging from competent gravels to organic soils and slough remnants. Shannon & Wilson (S&W) will provide geotechnical investigations to better define the soils for construction documents. S&W's work includes a total of 9 borings, the soils report, and site clearing necessary for drill rig access.
- Eagle Nest Survey. There may be eagles within the project area, and nests have been observed. A survey will be performed by a Stantec environmental specialist to locate any eagle's nests in proximity to the alignment, so that the alignment may be adjusted if needed to avoid the nests. Given the narrow corridor, we have assumed ADF&G will allow a ground survey. If this is incorrect, there will be an additional cost for light plane charter for aerial survey.

<u>Task 2 - Design Engineering and Construction Documents</u>

This task completes engineering analysis and prepares construction documents consisting of plans, specifications, estimates, procurement documents, bid schedules, and construction agreements. This task supports applications for funding, permitting, and eventual construction. Timelines conform to those laid out in the Feasibility Study. 95% documents will be complete by July 1, 2016, to support a Municipal Matching Grant (MMG) application in August. The 95% documents will also be used for permit applications once funds for permitting are available. Final, 100% documents will be completed when permit review comments are received, or January 2017, whichever occurs first. Submittals will include:

- 65% Construction Documents. Includes plans, specifications and estimates sufficient to illustrate all aspects of the work and develop an accurate estimate. The design assumes a heat exchanger and boiler system for freeze protection. We have also assumed using the existing boilers at the WWTP for this purpose, as they have some capacity available. It may be necessary to upgrade one of the boilers (even though they are only a year old), but that will be less expensive than providing a separate boiler in a new shelter. This task includes a review conference in North Pole.
- 95% Construction Documents. Addresses CONP review comments, and provides essentially complete documents sufficient for funding and permitting. We will add draft procurement documents, bid schedules, invitation to bid, and construction agreement at this submittal. This task includes a review conference in North Pole.
- Final Construction Documents. Addresses CONP review comments, and incorporates
 agency permit conditions if available. Completes the procurement and agreement forms
 and provides "bid ready" documents.

Design with community in mind



Bill Butler
Director of City Services
125 Snowman Lane
North Pole, AK 99705

Page 3 of 4

Task 3 - Permitting and Agency Coordination

The CONP does not have sufficient funds to contract for final permitting at this time. However, there are a number of ongoing agency coordination items, environmental, and land use agreements that must be addressed and moved along throughout design in order to prepare for the eventual permit applications. These include:

- Ongoing Agency Coordination. Some level of agency coordination and pre-application
 meetings will be required to address potential permitting issues during design while
 changes are relatively easy to make. We have included an allowance for ongoing
 interaction with agencies throughout design.
- **Preliminary Easement Negotiation.** We will need permission from ADNR to access State land within the levee for survey, geotechnical investigation, and especially for clearing activities. Once the discharge at the river is confirmed and a route has been finalized, we will prepare preliminary easement documents and legal descriptions, and initiate the easement process with ADNR. Note: Once construction is complete, asbuilt survey and a record of survey / plat will be required. Cost for that activity is not included at this time.
- **Effluent Testing.** The new river discharge will require a new mixing zone similar to the existing permit. Permitting will require whole effluent toxicity (WET) testing to demonstrate the effluent is compatible with aquatic life and microorganisms. Sampling consists of three composite samples collected and tested once each quarter for a year. To avoid later delays in discharge permitting, we will need to start the WET testing in 1st quarter 2016. We have included the first two quarters of testing in the proposal; the remainder of testing will be added by amendment once additional funding is available.

Remainder of permitting activities, including ADEC plan review, discharge permit, and other agency applications will be added to the project by contract amendment once funding becomes available. This is expected to occur after August of 2016.

<u>Task 4 – Procurement, Bidding, Construction Administration</u>

This task is not included at this time. It is anticipated these services will be added by amendment once construction funding is available in December of 2016 or 2017.

Fee Proposal

The total fee for services outlined in this proposal is \$302,090 to be performed on a lump sum basis. A worksheet detailing the costs and assumptions associated with each task is attached. The project will be invoiced monthly, on a percent-completed basis for each task.

Design with community in mind



Bill Butler Director of City Services 125 Snowman Lane North Pole, AK 99705

Page 4 of 4

Closure

We will begin upon approval of this amendment request and your notice to proceed. We anticipate beginning initial tasks in January 2016, starting with outfall confirmation and ADNR easements. If you have any questions, or would like to discuss the scope of work, please contact me or Stephanie Gould at (907) 276-4245.

Sincerely,

Dean E. Syta, P.E. Project Manager

Attachment: Fee worksheet

c: File

Work Order: 2047047500

DES\sdg U:\2047047500\Promotion\2015-12-02_NP_Effluent_Design Engineering Fee.Doc

NORTH POLE WASTEWATER EFFLUENT DISCHARGE - DESIGN PHASE

Work Plan Item

Estimated Fee

Basis / Scope Description

The following Engineering Services estimate is for design of City of North Pole (CONP) Wastewater Effluent Discharge Alternate 1C, Phase 1. Design is for a replacement of the existing CONP wastewater effluent discharge with a new pipe and outfall to the Tanana River in general accordance with the Feasibility Study. Scope and additional assumptions are as specified in the notes below, please refer to the proposal letter dated December 10, 2015, for complete details.

sk 1 - Investigations		
Project Kickoff / Coordination	\$8,210.00	Kickoff meetings, initial site visits, overall project coordination and management throughout design.
Outfall Determination and Route Verification	\$5,360.00	Field truthing and onsite review of river discharge location with agencies (e.g. ADF&G) and design team to determine final outfall location and pipe routing. Includes travel cost for Task 1.
Design Survey	\$30,940.00	Topographic design survey of selected pipe corridor from levee access road to the river. Includes borings through river ice to determine river bottom for initial characterization of channel. (Complete characterization completed later when river is thawed part of the permitting / mixing zone analysis).
Geotechnical Investigation	\$47,030.00	Geotechnical work includes partial clearing of selected alignment for access, and 9 borings along alignment. Majority of this cost is associated with clearing and access difficulty.
Eagles Nest Survey	\$4,500.00	Ground survey of alignment vicnity to assist in verification and survey for eagles' nests if required by ADF&G. Assumes ADF&G approval approval of ground survey for this small area, elsewise there will be additional cost for aircraft charter.
	\$96,040.00	Total Task 1
sk 2 - Design Engineering and Construction Do	cuments	All submittals include construction plans, specifications, and cost estimate. The 95% and 100% submittals will include procuremen documents, bid schedules, and drafts of the invitation to bid and construction agreements. The cost for 65% and 95% submittals include a review conference in North Pole.
65% Construction Documents	\$86,540.00	Includes survey and property control maps; 4 to 5 plan and profil drawings for buried pipe and access road; plans and details for ridischarge; details for road and pipe construction; design of addheat system using heat exchanger and boiler at plant. May use or upgrade existing boilers if sufficient capacity exists.

NORTH POLE WASTEWATER EFFLUENT DISCHARGE - DESIGN PHASE

Work Plan Item

Estimated Fee

Basis / Scope Description

The following Engineering Services estimate is for design of City of North Pole (CONP) Wastewater Effluent Discharge Alternate 1C, Phase 1. Design is for a replacement of the existing CONP wastewater effluent discharge with a new pipe and outfall to the Tanana River in general accordance with the Feasibility Study. Scope and additional assumptions are as specified in the notes below, please refer to the proposal letter dated December 10, 2015, for complete details.

Final Construction Documents	\$28,520.00	Update 95% submittal to address CONP review comments and permitting / agency permit conditions if available. Finalize procurement documents. "Bid ready".
Printing and Misc Materials	Included in above items	All submittals will be made in PDF format. Allowance includes (3) 11 x17 hard copies each submittal for CONP, plus copies as needed for agency coordination. Includes allowance for misc office supplies, mileage, phone, etc.
	\$170,920.00	Total Task 2
Task 3 - Permitting and Agency Coordination		Permitting is not included at this time, but will be added by amendment once permitting is funded. However, there are a number of pre-applications and related tasks that must be addressed during the design period.
Ongoing Agency Coordination	\$11,590.00	Allowance for necessary agency coordination and pre-application meetings. Development of permitting and plan review applications is not included.
Preliminary Easements	\$10,030.00	Once a route has been selected, preliminary easement documents will be drafted for discussions with the FNSB and ADNR. Includes coordination / obtaining access agreements for geotechnical and survey work.
Effluent WET Testing	\$13,510.00	Effluent sampling and testing beyond WWTP routine sampling for whole effluent toxicity (WET) testing for impact to aquatic organisms and health hazards. Four quarters of testing data is needed, so this must start in 1st quarter 2016. Cost shown here is a SWAG to cover first two quarters of composite samples and tests, including \$7500 allowance for laboratory. We have not received lab quotes yet, and this figure may need to be adjusted.
	\$35,130.00	Total Task 3
Task 5 Procurement, Bidding, Construction A	Administration	Not included at this time.
Total Estimated Fee	\$302,090.00	

1 **CITY OF NORTH POLE** 2 3 **ORDINANCE 15-26** 4 AN ORDINANCE AMENDING TITLE 15, BUILDING AND CONSTRUCTION, 5 6 **CHAPTER 15.05 ADMINISTRATIVE CODE CONCERNING VALUATION OF** 7 BUILDING IMPROVEMENTS FOR THE DETERMINATION OF PERMIT FEES 8 9 WHEREAS, changes to the North Pole Municipal Code is a continually changing requirement; 10 and 11 12 WHEREAS, the City of North Pole Municipal Code should be amended to conform to the 13 requirements of the City and to clarify questionable areas. 14 15 **NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of North Pole: 16 17 **Section 1**. This ordinance is of a general and permanent nature and shall be codified. 18 19 Section 2. Amend Title 15, Building and Construction, Chapter 15.04 Administrative Code, 20 Section 15.04.050, Local amendments to the Uniform Administrative Code, 1997 Edition, as 21 follows [new text in <u>underlined italicized red font</u>; deleted text in strikethrough font]: 22 23 Revise Section 301 Permits, to read: 24 25 301.2.5 Blanket Permit. The building official will consider requests for a Blanket Permit in 26 instances where the nature of the work is of such a unique nature and complexity that issuing 27 individual permits is not practical or economical for the City. The intention of a Blanket Permit 28 is to cover all the permits required by this code under a single permit. Examples of an instance 29 where the building official would consider issuing a Blanket Permit is a large project that 30 encompasses multiple structures being built simultaneously with design-build engineering and 31 phased construction. Issuing a Blanket Permit is at the sole discretion of the building official. 32 33 301.2.5 Blanket Permit Fees. Blanket Permit fees will be based upon the full valuation of the 34 project. If it is determined at any time during the project that the valuation of the project was 35 based upon erroneous or inaccurate information that undervalues the project, the fees for the 36 project will be adjusted upward to reflect the revised valuation. Should at any time during the 37 project it is determined that the revised valuation is less than the original valuation, the fees will remain as originally calculated. Should the fees based upon the valuation and calculated 38 39 according to Section 15.04.050 Local amendments to the Uniform Administrative Code, 1997 40 Edition, Section 304.2 Permit Fees not fully pay the City's plan review and inspection expenses, 41 the applicant shall pay any of the City's actual costs above the calculated permit fees. The plan 42 review fees shall be calculated at 100 (one hundred) percent of the permit fees, in addition to any

Revise Section 303 Permits Issuance, to read:

of the City's actual costs above the permit fees.

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303.4 Expiration. Every permit issued by the building official under the provisions of the technical codes shall expire by limitation and become null and void, if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 one year (365 calendar days). Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee therefor shall be one half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work; and provided further that such suspension or abandonment has not exceeded one year (365 calendar days). In order to renew action on a permit after expiration, the permittee shall pay a new full permit fee

1 2

A permittee holding an unexpired permit may apply for an extension of the time within which work may commence under that permit when the permittee is unable to commence work within the time required by this section for good and satisfactory reasons. The building official may extend the time for action by the permittee for a period not exceeding 180 one year (365 calendar days) days upon written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. Permits shall not be extended more than once.

Revise Section 3.04 - Fees, to read:

304.3 Plan Review Fees.

304.3.1 Fees. When submittal documents are required by Section 302.2, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 75 percent of the building permit fee as shown in Table 3-A except in the case of Expedited Review, Phased Construction or Design Build projects where the plan review fees shall be 100 percent of the building permit fee. No plan review shall be conducted without payment of the plan review fee.

304.3.2 Identical submittal documents. When identical projects are to be constructed simultaneously and submittal documents are required to be submitted for plan review and construction, the first project's plan review fee shall be calculated as specified in 304.3.1 above. The plan review fee for each additional project where construction will occur simultaneously with the original project shall be 25 percent of the building permit fee as shown in Table 3-A. A complete set of submittal documents is required for each project where construction is to occur simultaneously.

304.3.2 Expedited Review, Phased Construction and Design-Build Fees. Plan review fees for projects requesting Expedited Review; requesting Phased Construction; or are for Design Build projects shall be 100 percent of the building permit fee as shown in Table 3-A or the City's actual costs, whichever is greater. Plan review fees for electrical, mechanical and plumbing work shall be equal to 100 percent of the total permit fees as set forth in Tables 3-B, 3-C and 3-D or the City's actual costs, whichever is greater.

1 2

304.5.1 Stop Work Order. Work begun by a person or corporation without a permit as required by this code shall be subject to an immediate Stop Work Order. Once the City has issued a Stop Work Order, no work that requires a permit by this code shall be authorized at the worksite. Should work that requires a permit continue at the worksite after a Stop Work Order has been issued without authorization by the City, the person or corporation violating the provisions of this section may be punished by a fine of not more than \$1,500 (one thousand five hundred dollars) per violation, in addition to all other remedies available in law or equity. A separate violation shall be deemed committed for each day during or on which a violation of the Stop Work Order occurs or continues.

304.5.2 Fees. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this code *plus a \$100* (one hundred dollar) liquidated damages fee. The minimum investigation fee shall be the same as the minimum fee based upon the valuation and calculated according to Section 15.04.050 Local amendments to the Uniform Administrative Code, 1997 Edition, Section 304.2 Permit. set forth in Tables 3-A through 3-H. When the City's expenses exceed the investigation fee as proscribed above, the person or corporation shall be liable for the City's actual expenses plus a 10 (ten) percent administrative fee. The payment of such investigation fee shall not exempt an applicant from compliance with all other provisions of either this code or the technical codes nor from the penalty prescribed by law. No work shall be authorized on the project where work commenced without a permit until all fees, fines or other expenses proscribed by this section are paid in full; the plan review and investigation are completed; and a permit is issued, only then may the Stop Work Order be lifted.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 4th day of January, 2016.

Bryce J. Ward, Mayor

32 ATTEST: 33

Kathryn M Weber, MMC

North Pole City Clerk

1	CITY OF NORTH POLE
2	
3	ORDINANCE 15-27
4	AN ORDINANCE AMENDING TITLE 12, STREETS, SIDEWALKS
5	AND PUBLIC PLACES, CHAPTER 12.04 OBSTRUCTION OR ALTERATION OF
6	STREETS, SIDEWALKS OR CITY PROPERTY
7	
8	WHEREAS, changes to the North Pole Municipal Code is a continually changing requirement;
9	and
10	
11	WHEREAS, the City of North Pole Municipal Code should be amended to conform to the
12	requirements of the City and to clarify questionable areas.
13	
14	NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole:
15	
16	Section 1. This ordinance is of a general and permanent nature and shall be codified.
17	
18	Section 2. Amend Chapter 12.04, Obstruction or Alteration of Streets or Sidewalks as follows:
19	[new text in <u>underlined italicized red font</u> ; deleted text in strikethrough font]:
20	
21	
22	CHAPTER 12.04
23	OBSTRUCTION OR ALTERATION OF STREETS, ROAD RIGHTS-OF WAY, OR
24	SIDEWALKS OR CITY PROPERTY
25	
26	Sections:
27	
28	12.04.010 Permit requiredException.
29	12.04.020 Unlawful to obstruct.
30	12.04.030 Wires and banners over streetsApproval required.
31	12.04.040 Deposit of snow or ice prohibited.
32	12.04.050 Obstruction of drainage systems prohibited.
33	12.04.060 ViolationsPenalties.
34	
35	12.04.010 Permit requiredException.
36	
37	It is unlawful for any person to remove, alter, damage or obstruct the free use of or to cause the
38	removal, alteration, damage or obstruction of any public sidewalk, or street, or road right-of-way
39	in the city without first having obtained a written permit so to do so; provided, temporary
40	obstruction for the purpose of loading or unloading merchandise or water delivery shall not be
41	deemed a violation of this section. It is further provided that a bond with good and sufficient
42	sureties may be demanded of any person who has been granted such a permit. (Ord. 09-05 § 2
43	(part), 2009: Prior code §16-1)

44

12.04.020 Unlawful to obstruct.

It is unlawful for any person to place any goods, wares or merchandise or any signs, advertising matter or thing, instrument or machinery or erect, maintain or cause to be erected any posts or poles, structure, building, *facility*, or anything causing an obstruction of or encroachment on the sidewalk, streets, *road rights-of-way*, or city property or interfering with the free use thereof, by the side of, over or upon the sidewalk, public streets, *road rights-of-way*, or property of the city. (Ord. 09-05 § 2 (part), 2009: Prior code §16-2)

12.04.030 Wires and banners over streets--Approval required.

It is unlawful for any person to place, erect or install or cause to be placed, erected or installed, any wire, rope, sign, platform or any other thing or substance over any public sidewalk or street, road right-of-way, or property of the city in the city, without first having obtained a permit so to do, after inspection by the appropriate city officer and determination that such erection will not endanger public health and safety. (Ord. 09-05 § 2 (part), 2009: Prior code §16-3)

12.04.040 Deposit of snow or ice prohibited.

It is unlawful for any person to push, pile or place any snow or ice upon the streets, road rights-of-way, sidewalks, or property of the city. (Ord. 09-05 § 2 (part), 2009: Prior code §16-4)

12.04.050 Obstruction of drainage systems prohibited.

It is unlawful to push, pile or place brush, lawn clippings, debris, dirt, gravel or any material into any ditch paralleling city streets that may cause obstruction of the street drainage system. (Also see chapter 24.24 of the building code.) (Ord. 09-05 § 2 (part), 2009: Ord. 99-22 §2, 1999) 12.04.060 Violations--Penalties.

A. Violations of the provisions of this chapter shall constitute a misdemeanor.

B. It is the duty of the mayor or his designee receiving information or obtaining knowledge of a violation of this chapter to notify in writing the person committing the violation to remove or cause the same to be removed immediately or at reasonable time as may be determined by the city official. If after such written notice has been duly given; and if the same is not removed by such person within the time prescribed in the notice, it shall be the duty of the mayor or his designee to remove or cause to be removed such violation and all costs and expenses of such removal shall be paid by the persons committing the violation.

C. In instances where the violation is determined at the sole discretion of the city to be an emergency or threat to public health and safety or the violator cannot be located to serve written notice, the city may cause the violation to be removed immediately without notification of the violator.

I	D. A person violating the provisions of this Chapter 12.04 shall be subject to a fine of up to		
2	\$1,500 (one thousand five hundred dollars) and ninety days in jail per violation in addition to any		
3	costs and expenses for removal of the violation. (Ord. 09-05	§ 2 (part), 2009)	
4			
5	PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this		
6	4th day of January, 2016.		
7			
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9	<u> </u>		
10		Bryce J. Ward, Mayor	
11			
12	ATTEST:		
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15			
16	Kathryn M Weber, MMC		
17	North Pole City Clerk		

Sponsored by: Mayor J. Bryce Ward Introduced & Advanced: December 21, 2015

Possible Adoption: January 4, 2015

1 CITY OF NORTH POLE 2 3 **ORDINANCE 15-28** 4 5 AN ORDINANCE AMENDING TITLE 12, STREETS, SIDEWALKS 6 AND PUBLIC PLACES, CHAPTER 12.08 EXCAVATIONS 7 8 WHEREAS, changes to the North Pole Municipal Code is a continually changing requirement; 9 and 10 11 WHEREAS, the City of North Pole Municipal Code should be amended to conform to the 12 requirements of the City and to clarify questionable areas. 13 14 NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole: 15 16 Section 1. This ordinance is of a general and permanent nature and shall be codified. 17 18 Section 2. Amend Chapter 12.04, Obstruction or Alteration of Streets or Sidewalks as follows: 19 [new text in underlined italicized red font; deleted text in strikethrough font]: 20 21 **CHAPTER 12.08** 22 **EXCAVATIONS** 23 24 Sections: 25 26 12.08.010 Permit required. 27 12.08.020 Permit application. 28 12.08.030 Security deposit or bond required. 29 12.08.040 Work requirements. 30 12.08.050 Return of bond upon satisfactory completion. 31 32 12.08.010 Permit required. 33 34 It shall be unlawful for any person, firm or corporation to tunnel under or to make any 35 excavation in any street, alley or other public place in the city without having obtained a permit 36 as required in this chapter, or and without complying with the provisions of this chapter or in 37 violation of or variance from the terms of any such permit. (Ord. 71-7 §1(a), 1971: prior code 38 \$16-5) 39 40 12.08.020 Permit application. 41 42 Applications for permits shall be made to the mayor committee on streets and allevs or its their 43 authorized representative. The permit application and shall describe the location of the intended 44 excavation or tunnel, the size thereof, the purpose therefore, and the person, firm or corporation 45 doing the actual excavating work and the name of the person, firm or corporation for whom or

Sponsored by: Mayor J. Bryce Ward Introduced & Advanced: December 21, 2015

Possible Adoption: January 4, 2015

which the work is being done. and The permit application shall contain an agreement that the applicant will comply with all applicable federal, state and local ordinances and laws relating to the work to be done and in be performed in accordance with the City of North Pole's Permit Application and Specifications Manual for Street Excavation and Work within the Public Rights-of-Way and Easements. The applicant shall pay all associated costs including cost of permitting, design, construction, restoration and administration. (Ord. 71-7 §1(b), 1971: prior code §16-5)

12.08.030 Security deposit or bond required.

In addition to paying a *permit* fee of ten *fifty* (50.00) dollars, the applicant shall deposit with the city in cash, certified check, *surety bond* or other security acceptable to the *mayor* committee on streets and alleys or its their authorized representative, a sum equal to the contract/value of the work (plus fifteen ten (10) percent), including excavating costs, costs of installing the underground utility line, backfilling, compaction of backfill, pavement replacement, inspection and testing. Such sum shall be deposited with the city clerk and shall be held by the city until all work is accepted by the *mayor* committee on streets and alleys or its their authorized representative.; provided, however, that the mayor, on the recommendation in writing of the committee on streets and alleys or its their authorized representative may waive the requirement of a security deposit for such persons, firms or corporations who have during the previous year promptly performed all the work required in Section 12.08.040 in a manner satisfactory to the committee on streets and alleys. (Ord. 71-7 §1(c), 1971: prior code §16-5)

12.08.040 Work requirements.

Work shall conform to the following requirements:

A. Prior to the beginning of the excavation, all equipment, pipe fittings, etc., required to complete the installation, shall be on hand, checked for fit, and approved by an authorized inspector.

B. The contractor shall be responsible for the safety of the general public as well as persons working in excavations. Adequate shoring, barricades, flares, signs, pedestrian bridges and other protective devices shall be provided by the contractor. The contractor shall provide any additional protective devices or take additional precautions required by the *mayor* committee on streets and alleys or its *their* authorized representative.

C. Any damage to utilities, streets, sidewalks, curbs or other public or private property caused by the this operation shall be repaired to the satisfaction of the *mayor* committee on streets and alleys or its *their* authorized representative.

D. All backfill shall consist of the same material removed from the trench with the following exceptions: Trash, organic debris and frozen material shall not be replaced in the trench. Such material, if present, shall be replaced with clean pit-run gravel. When the street is surfaced with either pit-run or crushed gravel, or if both are present, clean material, corresponding in

Sponsored by: Mayor J. Bryce Ward Introduced & Advanced: December 21, 2015

Possible Adoption: January 4, 2015

graduation and fracture count, shall be replaced to a compacted depth equal to the depth of such material in the remainder of the street, but in no case less than four inches.

E. All backfill shall be compacted in small lifts to a minimum of ninety-five percent of maximum density as determined by the *most current standard adopted by the Alaska Department of Transportation and Public Facilities* AASHO Standard Method T-180, Method D, except that the top six inches of backfill under pavements shall be compacted to one-hundred percent of maximum density.

F. Under asphalt or paved streets, all backfill between eight and twenty-four inches in depth shall consist of non-frost-susceptible pit-run gravel meeting the grading and durability criteria of current paving specifications of the city. All backfill within eight inches of the finished surface shall consist of graded crushed gravel having a maximum size of one inch and meeting all the requirements of current city paving specifications. A surface course consisting of two-inch hot-mix asphaltic concrete having a maximum aggregate size of three-quarters of an inch and a minimum marshall stability of seven hundred fifty shall be placed on the prepared backfill. All material and methods for placing and compacting shall conform to current city paving specifications.

G. Every effort shall be made to complete all work and restore the street to its original or better condition in the shortest possible time. Except in the case of unusual and extenuating circumstances as determined by the mayor committee on streets and alleys or its their authorized representative, a penalty shall be charged the contractor whenever the time that an excavation remains open or the street has not been restored to its original or better condition exceeds the maximum allowed in the following schedule:. The contractor must formally petition the mayor or their authorized representative in writing explicitly explaining the reason for their request to waive the charges assessed for not restoring the road to its original condition within the authorized period. Waving assessed penalties is at the sole discretion of the City of North Pole.

Zone or street Classification	Allowable time from commencing to completion of work when the road is impassable to thru traffic	Additional charges for time that excavation remains open in excess of allowable <i>time</i>	Additional charges for time street or sidewalk has not been restored to its original or better condition
Residential	3 Days	\$10.00 \$250/day	\$10.00 \$250/day
Business or Arterial	18 hours (maximum of 6 12 hours of the allowable 18 hours between 7 a.m. and 7 p.m.)	\$2.00 \$100/hr.	\$2.00 \$100/hr.

120	However, if the contractor fails, refuses or neglects to restore the street and/or sidewalk to its		
121	original condition within ten days, the mayor is authorized and directed to have the street and/or		
122	sidewalk restored to its original condition by city work forces and/or other contractual		
123	arrangements with appropriate charge back to the original permit holder for the entire cost of the		
124	work. If a contractor feels that charges levied by the mayor committee on streets and alleys or its		
125	their authorized representative are unreasonable, he may appeal to the city council by a letter		
126	directed to the mayor within five days after the charges have been levied in writing to the		
127	contractor involved.		
128			
129	H. All excess dirt and debris and construction materials shall be removed from the job site after		
130	completion and before acceptance. Excess dirt shall not be spread over adjacent gravel streets.		
131	On paved streets, excess dirt and gravel shall be swept up and entirely removed leaving streets		
132	and gutters entirely clean. (Ord. 71-7 §1(d), 1971: prior code §16-5)		
133			
134	12.08.050 Return of bond upon satisfactory completion.		
135			
136	When the work has been satisfactorily completed and so certified by the committee on streets		
137	and alleys or its authorized representative, the city clerk shall return the bond deposit, less any		
138	penalties and costs to the city. (Ord. 71-7 §1(e), 1971: prior code §16-5)		
139			
140	PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this		
141	4th day of January, 2016.		
142			
143	D Y W 1 M		
144 145	Bryce J. Ward, Mayor		
145	ATTEST:		
147	ATTEST.		
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150	Kathryn M Weber, MMC		
151	North Pole City Clerk		

Sponsored by: Mayor Ward Introduced and Advanced: December 21, 2015

Adopted & Passed: January 4, 2016

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4.10.020 User Fee Schedule

4.10.010 Establishment of User Fees.

Ambulance Fee	\$ 800.00
Ambulance Fee Discount for North Pole Residents	\$ 400.00
Ambulance/Patient transport mileage (loaded miles)	\$ 11.00 per mile
Ambulance/Patient transport mileage (loaded miles)	\$ 5.50 per mile
Discount for North Pole Residents	
Fire/Ambulance Run Reports	\$ 25.00
Audio Recording of Public Meetings or any other CD/DVD(fee	\$ 10.00
collected when ordering, per tape)	
Building Permit Fees	Based on building evaluation and 1997 Uniform Administrative Code
City Annual Business License	\$ 50.00
City Business/Sales Tax Mailing Labels (fee collected when ordering)	\$ 25.00
Copies of Public Records	\$1.00 1st pg; \$0.25 thereafter
City Newsletter Mailing Labels	\$ 25.00
Declaration of Candidacy Filing Fee	\$ 25.00
Faxes send/receive local calling area (per page)	\$ 1.00
Faxes send long distance in U.S. only (per page)	\$ 2.00
Fingerprinting per card	\$ 20.00 – 25.00
Fireworks Annual Permit to Retail Vendor of Class "C" Fireworks	\$3,000.00

CITY OF NORTH POLE

ORDINANCE 15-29

AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA

AMENDING TITLE 4, CHAPTER 4.10.010, USER FEES

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

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

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

amended as follows: [new text in underlined italicized red font; deleted text in strikethrough

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

Section 2. General Provisions of the North Pole Municipal Code of Ordinances are

The mayor shall examine the services provided by the city and establish a user fee schedule with

council concurrence. The council shall periodically review the user fee schedule and set user

requirements of the City and to provide clarification as needed.

fees as appropriate.(Ord.03-10 §2, 2003), (Ord.05-17 §2,2005)

Hydrant Meter Charge	\$ 50.00/mo.(min)
Hydrant Meter Deposit – to be refunded upon return in good condition	\$ 500.00
Hydrant Meter Water Usage Rate	\$ 0.02/Gallon
Made in North Pole permit is \$50 per product line with a maximum	\$ 50.00
of \$100 per permit application	
Waive fee, up to \$50 per application for 1 st 20 approved applications	
Notary Services per document	\$ 5.00 10.00
North Pole stuffed bears	\$ 10.00
North Pole flag	\$ 75.00
North Pole pins	\$ 4.00
Plan Specifications Copies (per set) @ cost + 10% Admin fee	\$ 25.00 See Dept Head
Police Reports	\$ 25.00
Photo Copy Fee (per page)	\$ 0.25
Water/Sewer Connection Inspection Fee	\$ 50.00 each
Residential and commercial properties water and sewer fees shall be	
the following (per NPMC 13.08.090 B) Water tie-in fee - 3/4 inches to 2 inches	\$ 200.00 \$ 200.00
Sewer tie-in fee – ¾ inches to 2 inches Water tie in fee — Greater than 2 inches up to 4 inches	\$ 250.00
Water tie-in fee - Greater than 2 inches up to 4 inches Sewer tie-in fee - Greater than 2 inches up to 4 inches	\$ 250.00
Water - Greater than 4 inches	\$ 300.00
Sewer – Greater than 4 inches	\$ 300.00
Residential Water Meter Replacement	\$ 100.00
Commercial Water Meter Replacement	At replacement cost
Water meter monitor replacement	\$ 100.00
(Ord 03-10 Chapter 4.10, 2003), (Ord 06-11, \$2(part), 2006), (Ord 11-06	

(Ord.03-10 Chapter 4.10, 2003), (Ord.06-11 §2(part), 2006), (Ord.11-06 §2 (part), 2011), (Ord 14-02 §2(part), 2014), (Ord. 15-29 §2 (part), 2015)

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 4th day of January, 2016.

ATTEST:

PASS
Yes:
No:
Absent:

Kathryn M. Weber, MMC
North Pole City Clerk

Sponsored by: Mayor Bryce Ward **Introduced and Adopted:** December 21, 2015

CITY OF NORTH POLE 1 2 **RESOLUTION 15-23** A RESOLUTION IN SUPPORT OF FAIRBANKS METROPOLITAN 3 AREA TRANSPORATION SYSTEMS' COMPLETE STREETS 4 **POLICY** 5 6 WHEREAS, on April 14, 2003, the Governor of the State of Alaska designated the Fairbanks Metropolitan Area Transportation System (FMATS) as the Metropolitan Planning Organization 7 (MPO) and the Policy Committee as the policy body providing for the direction of transportation 8 planning in the MPO in accordance with Federal Law; and 9 WHEREAS, 23 USC provides funding to FMATS to coordinate the planning and construction 10 of all urban transportation facilities with a continuing, cooperative and comprehensive 11 12 transportation planning process; and WHEREAS, in accordance with 23 USC 134, it is in the national interest to encourage and 13 promote the safe and efficient management, operation and development of surface transportation 14 systems that serve the mobility needs of people and freight and foster economic development 15 within and through urbanized areas and minimize transportation-related fuel consumption and air 16 pollution; and 17 WHEREAS, to accomplish this objective, the MPO in coordination with the State shall develop 18 transportation plans and programs that provide for transportation facilities (including pedestrian 19 walkways and bicycle transportation facilities) which will function as an intermodal 20 transportation system for the State, the metropolitan area and the nation; and 21 WHEREAS, the FMATS developed and unanimously adopted a Complete Streets Policy on 22 October 21, 2015; and 23 WHEREAS, the principles of Complete Streets are context-sensitive and should complement 24 25 and support the adjoining land uses and community character, emphasize connectivity, ensure the right of way is planned, funded, designed and operated with consideration of safe access for 26 all users of all ages and mobility and all users being equally deserving of safe facilities to 27 accommodate their travel, encourages the use of the latest and best design standards, allows 28 flexibility in balancing user needs including maintenance needs and temporary snow storage, 29 meet performance standards and include next steps for implementation of the policy; and 30 WHEREAS, the Complete Streets Policy promotes the principles of Complete Streets to be 31 considered at all phases of planning and project development in the establishment of a multi-32 modal transportation system and is a commitment that future transportation projects will take 33

Sponsored by: Mayor Bryce Ward **Introduced and Adopted:** December 21, 2015

34 25	throughout the means to integrate the mode of all years into everyday transportation plans		
35	throughout the process to integrate the needs of all users into everyday transportation plannin		
36	practices so that a complete network of roads serves all users.		
37	NOW THEREFORE BE IT RESOLVED, that the City of North Pole City Council fully		
38	supports the FMATS Complete Streets Policy and will consider this policy in the design and		
39	implementation of projects within the City of North Pole, as applicable, and will encourage		
40	training and educational opportunities for the successful implementation of the FMATS		
41	Complete Streets Policy.		
42 43	PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council the 21 st day of December, 2015.	18	
44			
45	Bryce J. Ward, Mayor		
46	ATTEST:		
47			
48			
49	Kathryn M. Weber, MMC		
50	North Pole City Clerk		
51			
52	PASSED/FAILED		
JŁ	Yes:		
	No: Absent		
	AUSCIII	- 1	

NO. 9 COMPLETE STREETS

This policy shall be used if a signature street is "incomplete" and does not provide for all users and all modes of transportation.

Definitions

Right-of-Way (ROW): A strip of land owned by a municipality or the state upon which a public road is constructed.

Context-Sensitive Solutions: a collaborative, interdisciplinary, holistic approach to the development of transportation projects.

Principles of Complete Streets

The following are the key principles of Complete Street policies:

- A. They are context-sensitive,
- B. Emphasize connectivity,
- C. Ensures that the entire right-of-way is planned, designed, funded and operated with consideration of safe access for users of all ages and mobility and all users being equally deserving of safe facilities to accommodate their travel,
- D. Encourage the use of the latest and best design standards,
- E. Allow flexibility in balancing user needs including maintenance needs and temporary snow storage
- F. Meet performance standards, and
- G. Meet implementation steps.

Policy Statement

FMATS promotes that the above principles of Complete Streets be considered at all phases of planning and project development in the establishment and development of a multi-modal transportation system. This policy is a commitment that future transportation projects will take into account the needs of everyone using the road right-of-way as early as practicable and throughout the process. This policy helps integrate the needs of all users into everyday transportation planning practices so that, gradually, a complete network of roads serves all users.

Consistency

The procedures for implementing "Complete Streets" in planning and project scoping, operations, and maintenance and measurement and evaluation are specified below.

A. Planning Guidelines

- Development of the Metropolitan Transportation Plan (MTP) and Transportation
 Improvement Program (TIP) shall consider needs for all users.
- FMATS' MTP catalogs system conditions and needs so that projects may prioritize and work towards systems and networks that eliminate or minimize the impact of system and network gaps and barriers for all users. This is consistent with FHWA's Planning Emphasis Area to identify transportation gaps in access to essential services and identification of solutions to address those gaps, for the public including traditionally underserved populations.
- Successful implementation of complete streets requires multi-jurisdictional coordination, collaboration, partnering and planning with ADOT&PF, local governments and other implementing agencies to accomplish efficient and effective system planning for all modes and the connectivity that should be addressed at network, corridor and project levels.
 Coordination should also ensure cooperation with local entities to look for opportunities to address complete streets on their systems.
- FMATS, with the assistance of ADOT&PF, shall look to bring training opportunities to collaboratively support local governments and state personnel in the implementation of complete streets principles and best practices.
- FMATS shall employ early, continuous and meaningful involvement of the public and the full range of affected stakeholders and shall reach out to populations who may be underrepresented or underserved by the transportation system. The stakeholders should include all populations covered under Title VI, ADA and other Civil Rights laws. Community and stakeholder interests will be addressed using transparent, effective and project appropriate public involvement processes.
- Roads with excess vehicular capacity will be identified for possible reconfiguration to improve access for all users. FMATS shall involve DOT and local government in partnering and planning when considering a Complete Streets Network Plan.

B. Development of Project Scope

- Considerations in regards to all modes and all users shall be documented in the project development process scoping documents.
- Modify project selection criteria to reflect the importance of this policy
- Plans and projects should consider future demand from all users and across all corridors.
 These needs might be met in phased projects in the corridor when it's more advantageous.
- FMATS shall consider all impacted users in project safety reviews, road safety audits and intersection control evaluations.

- o Percentage completion of bicycle and pedestrian networks as envisioned in plans
- o Percentage of transit stops with shelters
- o Multimodal Level Of Service (MMLOS)
- o Decrease in rate of crashes, injuries and fatalities by mode

Guidance and References

http://www.fhwa.dot.gov/environment/bicycle_pedestrian/legislation/sec217.cfm

http://contextsensitivesolutions.org/

http://www.smartgrowthamerica.org/complete-streets

http://www.dot.state.ak.us/stwddes/dcsprecon/assets/pdf/preconhwy/preconstruction_all.pdf, 430-9, 1190-2

AASHTO's <u>A Policy on Geometric Design of Highways and Streets</u> https://bookstore.transportation.org/collection_detail.aspx?id=110

Urban Street Design Guide.

FMATS' Non-Motorized Design Solutions Toolkit

Complete Streets Complete Networks: A Manual for the Design of Active Transportation

History of Policy Updates

Policy No. 9 Complete Streets, drafted 06.05.15 Revised 06.26.15; 07.10.15, 08.05.15, 08.12.15

Approved: 10.21.15

Policy Contact

MPO Coordinator

<u>Donna.gardino@fmats.us</u>

907-459-6786

RESOLUTION 15-24

1 2 **CITY OF NORTH POLE** 3 4 **RESOLUTION 15-24** 5 6 A RESOLUTION OF THE CITY OF NORTH POLE IN SUPPORT OF AN 7 APPLICATION TO THE FAIRBANKS METROPOLITAN AREA TRANSPORTATION 8 SYSTEM FOR THE CONSTRUCTION OF A PEDESTRIAN PATH ON HOMESTEAD 9 ROAD BETWEEN THE OLD RICHARDSON HIGHWAY AND PERIMETER DRIVE 10 11 WHEREAS, the City of North Pole in interested in providing safe and convenient pedestrian 12 paths throughout the City; and 13 14 WHEREAS, the City has a number of city streets with no pedestrian facilities and disconnected 15 pedestrian facilities within the city limits; and 16 17 WHEREAS, the Fairbanks Metropolitan Transportation System (FMATS) Transportation 18 Improvement Program Non-Motorized Projects is project nominations for the repair or existing 19 and construction of new pedestrian paths; and 20 21 WHEREAS, Homestead Road between the Old Richardson Highway and Perimeter Drive has no pedestrian facilities; this section of Homestead Road is a residential collector serving the 22 23 Highway Park subdivision that has many school-aged children; the Homestead Road is a feeder 24 to the North Pole High School; the Old Richardson Highway pedestrian path terminates at the north end of this section of Homestead Road and the recently constructed Homestead Road 25 26 pedestrian path terminates at the southern end of this section of Homestead Road; and 27 28 WHEREAS, the City of North Pole City Council supports construction of a pedestrian path 29 along Homestead Road from the Old Richardson Highway to Perimeter Drive to provide a safe 30 pedestrian path for school children and pedestrians and to provide a connection between two 31 major disconnected pedestrian paths; and 32 33 **NOW THEREFORE BE IT RESOLVED** the City Councils endorses application to the 34 FMATS Transportation Improvement Program Non-Motorized Projects for the funds necessary to construct a pedestrian path on Homestead Road from the Old Richardson Highway to 35 Perimeter Drive and the City of North Pole will accept maintenance responsibilities for the 36 37 pedestrian path including surface maintenance, snow plowing during the winter and sweeping 38 during the spring, summer and fall. 39 40 PASSED AND APPROVED BY THE NORTH POLE CITY COUNCIL on the 21st day of 41 December 2015 42 43 Bryce J. Ward, Mayor 44 Attest: 45 46 Kathryn M. Weber, MMC 47 48 North Pole, City Clerk

City of North Pole, Alaska