



CITY OF NORTH POLE *Alaska*

REGULAR CITY COUNCIL MEETING

Monday, May 4, 2015

Committee of the Whole – 6:30 p.m.

Regular City Council Meeting – 7:00 p.m.

MAYOR

Bryce Ward 888-4444

CITY CLERK

Kathy Weber, MMC 488-8583

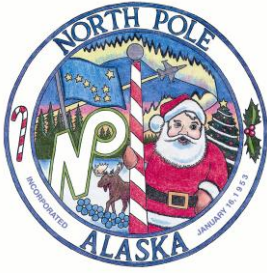
COUNCIL MEMBERS

Michael Welch- <i>Mayor Pro Tem</i>	488-5834
Thomas McGhee- <i>Deputy Mayor Pro Tem</i>	455-0010
Preston Smith – <i>Alt. Deputy Mayor Pro Tem</i>	488-8824
Elizabeth Holm	488-6125
Sharron Hunter	978-5591
Kevin McCarthy	590-0800

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance to the US Flag**
3. **Invocation**
4. **Approval of the Agenda**
5. **Approval of the Minutes**
6. **Communications from the Mayor**
7. **Council Member Questions of the Mayor**

- 8. Communications from Department Heads, Borough Representative and the City Clerk**
- 9. Ongoing Projects Report**
- 10. Citizens Comments (Limited to Five (5) minutes per Citizen)**
- 11. Old Business**
- 12. New Business**
 - a. Memorandum of Agreement between the State of Alaska Department of Transportation and Public Facilities and the City of North Pole
- 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, April 6, 2015 in the Council Chambers of City Hall, 125 Snowman Lane, North Pole, Alaska.

CALL TO ORDER/ROLL CALL

Mayor Ward called the regular City Council meeting of Monday, April 6, 2015 to order at 7:00 p.m.

There were present:

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

Absent/Excused

**Excused
Excused**

CALL TO ORDER/ROLL CALL

Mayor Ward called the regularly scheduled meeting of the North Pole City Council to order on Monday, April 20, 2015 at 7:00 p.m.

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Mr. McGhee

APPROVAL OF AGENDA

Mr. McGhee *moved to Approve the Agenda of April 20, 2015*

Seconded by Mr. Welch

Discussion

None

Seconded by Mr. Welch

On the Agenda as Amended

PASSED

Yes: 5 – McGhee, Holm, Welch, Smith, Ward

No: 0

Absent: 2 – Hunter, McCarthy

APPROVAL OF MINUTES

Mr. Welch moved to Approve the minutes of April 6, 2015.

Seconded by Mr. McGhee

Discussion

None

PASSED

Yes: 5 – McGhee, Holm, Welch, Smith, Ward

No: 0

Absent: 2 – Hunter, McCarthy

COMMUNICATIONS FROM THE MAYOR

The Mayors Report for the April 20th, 2015 City Council Meeting,.

- We are seeking donations for the Trooper Park, if you are interested in donating your time or resources please talk to me or Chief Dutra with the Police Dept. We are approaching the construction season and are in need of contractors and volunteers to do the necessary work.
- Monday April 27th at 6pm will be the festival committee meeting. If you are interested please contact me or Katy Englund for details. The 4th is on a Saturday this year so get ready for a great time!
- Last weekend was training for council members about process and protocol during an emergency. DJ from the Dept. of Veterans and Military Affairs did a great job instructing the council members that attended and we appreciate the class he gave on Friday to City staff.
- The Mayors met last Friday and made selections for the Mayors Art Show, which will occur May 22nd (Friday) at the Centennial building at Alaska Land (pioneer park). Every year the award cost is paid for by a respective mayor, this year it was the City's turn and I am going to be making them by hand.

- May 7th is the National Day of Prayer and New Jerusalem Church of God in Christ is hosting a prayer breakfast at 6am. Council and the public are welcome to attend, every year the mayor issues the National Day of Prayer Proclamation.
- May 7th is also Senior Citizen appreciation day at the Carlson Center, It begins at 10:30am and is hosted by the Parks and Rec Department of the Fairbanks North Star Borough. The three mayors attend and give out the awards.
- Cleanup Day is May 9th this year, bags are available at the Fire Department or the Boy Scout offices in Fairbanks.
- May 29th through the 31st the North Pole Lions are Hosting a Circus in Town, next to Mt. McKinley bank. The times will be 4:30 pm and 7:00pm each day. Proceeds will go to the North Pole Lions. The Lions are also hosting the Cruzin with Santa Car Show on the 30th of May. Hopefully we don't have snow this year...

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Chief Dutra

- None

Fire Department, Chief Lane

- May 9th is clean-up day and bags can be pick up at NPFD
- Friday, April 24th is volunteer appreciation
- Thursday they will be honoring a dinner for Red Cross. They will be having a chili feed.
- Chief Lane has been appointed to be on the board of directors for Red Cross
- Short course on NIMS and EOC on Friday and Saturday of this past week.
- Attended the spring conference in Anchorage on Emergency Management on April 7 – 10.
- Alaska Shield 2016 will be on terrorism and cybersecurity.
- One of our newest employees Michael Oden has been hired by Kenai and he has resigned his position at NPFD. They already have two people out, one on maternity leave and the other on military leave.

Mr. McGhee asked if FEMA is a site relocation in our area.

Chief Lane said that the borough has a program.

Mr. McGhee said he is glad to see Chief Lane and had heard that he had been in an accident on the way back from Arctic Man.

Mr. Welch asked if he had the slides on the course given on Saturday.

Ms. Holm asked about the training and if they were going to take into consideration that most Alaskans carry guns.

Chief Lane stated that they would be taking that into consideration.

Mr. Smith asked about the fire permits.

Chief Lane said that as of April 1st everyone needs a fire permit.

Finance, Tricia Fogarty

- Caselle updated our Asset Management module to reflect what our auditors had last year as a starting point. I had training on April 15th. Cara will be imputing assets over 5,000 into Asset Management at the time when the payment is processed.
- I went through our current chart of accounts with help from our Department Heads. I closed GL accounts that have not been in use for the last five years. I renamed grant accounts to reflect the name and grant number. This should be helpful when we start to convert to the new numbering method.
- We have a few grants set up in the grant program and related activity tracking.
- I have been working with Laurie from KSH, on our audit. I set her up on Mi View Point. She is thrilled to have it, she said that this will make a big difference in stream lining the audit.
- We have the reports working on Councils Mi View Point.
- I am running a bit behind this month last week I was without my computer, Tekmate's on site tec is out until April 22, 2015. We called in Claus and he had me up and going with in a day!

Director of City Services, Bill Butler

Building Department

- Building permit issued—minor repairs at Key Bank Building.
- Building permit application submitted—Star Bucks within Safeway.
- Major construction project proposed—continuing care senior housing;
 - Patriot Drive
 - 3-year phased project
 - Estimated value at full build-out: \$30 to \$36 million

Public Works

- DOT completed street sweeping on Santa Claus Lane.

- Public Works has solicited proposals for city street sweeping and this sweeping may be started by next council meeting.
- Brush cutting as part of the Interior Gas Utility Project continues within the city limits.
- Public Works is building test streetlight flower baskets for city-owned candy cane lights.
- Streetlights are taking a beating this season and we will be overspending in this category;
 - Two streetlights have received major damage—light arms broken off—unfortunately, we do not have witnesses to tell us what happened;
 - One streetlight was hit and leaning, again with no witness—it has been hit several times in the past and we will relocate the light slightly to prevent future damage;
 - Streetlight in City Hall parking lot needs to be moved due to erosion of base;
- An FYI: There was a 75 to 100 gallon heating fuel spill behind Safeway. ADEC quickly responded and the spill was rapidly cleaned up.

Utility Department

- Received Notice of Violation for loss of flow at the sewer outfall from ADEC with direction to proceed with examining in greater detail. (1) Longer outfall pipe to an active channel of Tanana River (2) Construction of infiltration ponds adjacent to the WWTP on the land purchased by the Utility in 2014.
- I have asked Stantec Engineering to give a proposal to conduct the needed engineering and permitting work to satisfy NOV.
- Submission due to ADEC by July 31, 2015.

Natural Gas Utility Board

- I attended the pre-construction meeting for gas line installation within the city limits (Phase 1, Zone A).
 - Zone A awarded to Central Environmental, Inc. (CEI) for \$7,439,993.45;
 - Goal of CEI is to begin first week of May with borings under the Alaska Railroad with goal to complete all work within City by end of August (optimistic schedule);
 - City has been working to partner with DOT to share field inspectors. I will hopefully be submitting a Memorandum of Agreement between DOT & City at next council meeting for the shared inspection services.

Borough Representative

- Funds have been FNSBSD. Taking comment on the budget. The mill rate has stayed the same and most likely come from cuts in departments. Talk with your assemblymen.

Mr. Welch asked about an education tax or a state tax.

Mr. Smith asked about the EPA testing site being moved to Hurst Rd.

City Clerk, Kathy Weber

- Attended the Homeland Security and Emergency Management 2015 Spring Preparedness Conference in Anchorage on April 7 - 8. They had great classes and I attended the following:
 - Cybersecurity Awareness in Alaska
 - Dealing with the Media
 - Social Media 101: the Basics of Twitter & Facebook
 - Culture of Preparedness
 - Dealing with the Media (part 2)
 - Grants
 - Leadership before, during and after a disaster or emergency
 - Emergency protective measures in the small community.
- A short survey will be going out to all employees on benefits program needs and interest this week. I would like to set up a work session with Alaska USA Insurance to go over the City health plan and have something in place that is agreeable to everyone. We would be able to meet as soon as next week with Craig Kestran.
- The RFP for the Strategic Planning closes on Wednesday, April 22, 2015 at 2:00 p.m. We have received over 15 interested parties and I have started receiving packets in the mail.
- I am in the process of working with Aha Consulting to have them put the council meeting recordings on the website.

ONGOING PROJECTS

None

CITIZENS COMMENTS

None

OLD BUSINESS

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

Bill Butler - There has been concerns about customers signing up for utility account and the deposit that goes along with that not ever being returned to the customer if they stay within the city of North Pole. The deposit itself should be able to be given back if they prove they have a good experience with the city and no delinquent accounts. If they have a bad history then their deposit is something that they would not be getting back due to the risk.

Also we are trying to generate a pool of monies for a section of the code that has been there for a number of years where we haven't had resources, to help individuals that might have a difficulty dealing with a waterline break; they would have a place that they could potentially petition for some help for meeting that expense.

Public Comment

Mr. McGhee moved to Adopt Ordinance 15-05, An Ordinance Of The City Of North Pole, Alaska To Amend Title 13, Public Services, To Update Ordinance, Establish Process For Refunding Utility Deposits And Creating A Voluntary "Round-Up" Utility Rate To Provide Funding For Section 13.24.040, Emergency Utility Customer Payment Fund

Seconded by Ms. Holm

Discussion

Ms. Holm moved to amend Ordinance 15-05 as follows:

Line 44 – strike only one month and replace with no more than two (2) months

Seconded by Mr. Welch

Discussion

Mayor Ward- This is about a deposit to make sure the city gets paid for the utility payments that someone may be delinquent on; I think that the fact that we are considering giving it back to them while they are still a utility customer is sufficient.

Ms. Holm- said she had the military in mind with this. Some of them are only here through 4 years so some of them might not have that full 24 month span to re-set the clock for them. There are only 6 people that are delinquent over \$200.00 and that gave her more reason to support it.

FAILED

Yes: 2 – Welch, Holm

No: 3 – McGhee, Smith, Ward

Absent: 2 – McCarthy, Hunter

EXECUTIVE SESSION

Mr. Welch move to recess into Executive Session for request of reconsideration to discuss job duties for City Clerk

Seconded by Mr. McGhee

PASSED

Yes: 4 – McGhee, Smith, Holm, Welch

No: 1 – Ward

Absent: 2 – McCarthy, Hunter

Mayor Ward moved to reconvene the meeting at 9:30 p.m.

Mr. McGhee *moved to* direct the Mayor to make permanent, the payroll responsibilities, to the Human Resources/City Clerk at the pay rate of Range 17 as discussed in the executive session by the City Council

Seconded by Mr. Smith

PASSED

Yes: 3 – McGhee, Smith, Ward

No: 2 – Welch, Holm

Absent: 2 – McCarthy, Hunter

COUNCIL COMMENTS

Mr. Smith – thanked everyone for coming out. There will be lots of positive outcome.

Mr. McGhee – bring to attention that early bird motorcycle is coming out. Protect yourselves by watching out for them. There are a number of concerned licensed drivers out there. Set an example for your own personal family and others. This will be a busy summer and more hopes to be more involved with committees and pleased with what they do.

Mr. Welch - get home and be prepared for the winter advisory. He would like to say for those who came out on Saturday and participated in a brush course with FEMA, having a contingency plan has to be looked at.

Holm – no comment

Mayor Ward – had some good discussion. Council made good policy decisions and prioritizing with Chief Lane to help prepare for disasters.

ADJOURNMENT

Mr. McGhee adjourned the meeting at 9:35 p.m.

Seconded by Mr. Welch

The regular meeting of April 20, 2015 adjourned at 9:35 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, May 4, 2015.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk



46th Annual Municipal Clerks Week

May 3 - 9, 2015

FACT SHEET

Sponsored by the International Institute of Municipal Clerks

Professionalism In Local Government Through Education

PURPOSE

To recognize the vital and appreciated services performed by Municipal and Deputy Clerks in serving the changing needs of their communities.

HISTORY

Municipal Clerks Week was initiated in 1969 by IIMC and is endorsed by all of its members throughout the United States, Canada and 15 other countries. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.

TYPICAL RESPONSIBILITIES OF THE MUNICIPAL AND DEPUTY CLERK:

- Maintains the official council minutes, ordinance books and all records and documents.
- Indexes all official actions of council.
- Issues licenses and permits.
- Processes contracts and agreements.
- Keepers of community history and vital records.
- Receives, distributes and files correspondence from citizens and other governmental agencies.
- Administers elections, registration and voting.
- Acts as a key liaison between local government and its citizens.
- Handles significant financial responsibilities including preparation of tax rolls, special assessments and budgets.
- Provides central services such as personnel, purchasing, etc.

IIMC is a professional association of City, Village, Town, Township, Borough and County Clerks, Secretaries and Recorders. IIMC prepares its members to meet the challenges of the diverse role of the Municipal and Deputy Clerk by providing services and continuing professional development opportunities to benefit members and the government entities they serve. Founded in 1947 in French Lick, Indiana, IIMC has 9,500 members throughout the United States, Canada and 15 other countries.



International Institute of Municipal Clerks

Professionalism in Local Government

CONTACT: Chris Shalby
Executive Director

FOR IMMEDIATE RELEASE
909/944-4162 (chriss@iimc.com)

IIMC ANNOUNCES 46th ANNUAL MUNICIPAL CLERKS WEEK May 3 - 9, 2015

RANCHO CUCAMONGA – January 2015 -- The International Institute of Municipal Clerks (IIMC), a professional non-profit association with 9,500 members comprised of City, Town, Township, Village, Borough, Deputy and County Clerks throughout the United States, Canada and 15 other countries, announces its 46th Annual Municipal Clerks Week—May 3 through May 9, 2015. This event features a weeklong series of activities aimed at increasing the public's awareness of Municipal Clerks and the vital services they provide for local government and the community.

IIMC has sponsored Municipal Clerks Week since 1969. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government. During this week, Municipal Clerks throughout the world will host open houses and tours of the Municipal Clerk's office, visit local schools and participate in other various events.

"The true worth of the Municipal and Deputy Clerk is often not realized," said IIMC President Brenda Young, MMC, and Town Clerk-Treasurer for the Town of Nashville, Indiana. "But Clerks perform some of the principal functions of the democratic process."

"One of the most important responsibilities Clerks administer is advising their municipality's council of the legislative restrictions that apply to the ordinances and resolutions they wish to enact," said Young.

MORE

Municipal Clerks Week
2-2-2-2-2

Municipal and Deputy Clerks' main function is to serve as the council's foundation. Other duties include, but are not limited to, preparing agendas, taking minutes, maintaining ordinance and resolutions files, keeping the municipality's historical records, processing permits and serving as the clearinghouse for information about the local government.

They also record the actions of the various commissions and committees appointed by the council. Many serve as financial officers or treasurers and, in small municipalities, may act as chief administrative officers. Another important responsibility is administering part or all of the local election functions.

"The public often takes the administration of an election for granted," stated Young. "In reality, it takes Municipal Clerks months to organize and prepare this key element in the democratic process which must be done correctly for the whole system to work."

One of local government's oldest positions is the Municipal Clerk. Their duties have expanded over the years and, today, modern technology assists them with their increasing responsibilities. To stay abreast of new computer applications, records management and other relevant information, many Municipal and Deputy Clerks return to the classroom to increase their knowledge of these issues, learn new material and sharpen old skills.

"Because some elements of government are constantly changing, Clerks must stay current of changes so they can advise their council and inform their community," said Young. "As the focus of each level of government changes, Clerks must also adapt."

Founded in 1947, IIMC is a professional nonprofit association with more than 9,500 members throughout North America and 15 other countries, representing municipalities with populations of 1,000 to more than 8 million. IIMC prepares its membership to meet the challenge of the diverse role of the Municipal Clerk by providing services and continuing educational development opportunities in 46 permanent college-and university-based learning centers. IIMC offers Municipal and Deputy Clerks a Certified Municipal Clerk Program (CMC), a Master Municipal Clerk (MMC) Program and other opportunities to benefit members and the government entities they serve. A 26-member Board of Directors governs IIMC.

MEMORANDUM OF AGREEMENT

Between

THE STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

And

CITY OF NORTH POLE

Project: Interior Gas Utility Inspection Services

Agreement No. 025-X-X-XXX

Date Prepared: April 27th, 2015

Federal Project No. NA

State Project No. XXXXX

This Memorandum of Agreement (MOA) is made and entered into this ____ day of May 2015 by and between the State of Alaska, acting by and through the Department of Transportation and Public Facilities, hereinafter called the “Department”, and the City of North Pole, hereinafter called the “City.”

By this agreement the City hires the Department to provide utility inspect services for the construction of Interior Gas Utility facilities on City ROW.

Project Scope:

The Department will provide one qualified inspector (and vehicle) to oversee the construction of gas line facilities for compliance with City of North Pole permit requirements. The inspector shall be available from approximately May 26th, 2015 to September 15th, 2015. The City shall provide all materials needed (forms, etc) for reporting the inspections and guidance to the inspector on the City’s construction and reporting requirements.

A. Department Obligations:

The Department shall provide the requested services on an independent contractor basis and shall provide the day to day supervision of the inspector.

The duties of the Department inspector working on behalf of the City as an independent contractor shall include:

- Location, method of installation and specifications of gas lines and associated work within City rights-of-way (ROW) and easements is according to the approved design documents and specifications
- Work meets the *Interior Gas Utility Design Standards*
- Assure that City facilities and property of City residents is protected
- Document any damage to City facilities and property of City residents
- Inspect the repair of any damage caused by the gas line installation project of City facilities or private property of City residents
- Inspect restoration of City ROW, easements and property of City residents to ensure the restoration is equal to or better than the pre-installation condition and in conformance with the latest applicable City design and/or construction standards. Whenever there is a conflict between a City design and/or construction standard and a comparable standard of the Borough, State or Federal Government, the most stringent standard shall apply.
- Ensure that traffic control plans are implemented to provide the greatest safety and the least disruption to traffic and commerce within the city limits
- Notify the City immediately of any significant deviations from the approved project activities or activities that create a hazardous or dangerous situation
- Keep inspection logs and generate periodic inspection reports that document their activities
- Attend meetings with the City, IGU and contractors
- Document time and expenses on City inspections

B. City Obligations

- Provide guidance in City permit requirements and reporting methods
- Provide reporting materials and support

C. Reimbursement:

The Department shall bill the City on a monthly basis. The City shall reimburse the Department within 45 days of the date of the bill.

D. Schedule:

The completion date for this MOA is November 30th, 2015.

E. Notice to Proceed (NTP):

This agreement is effective the date of the last signature.

F. Termination:

Both parties reserve the right to terminate this agreement subject to 15 calendar day's prior notice.

City of North Pole

Reviewed:

Signature: _____ Date _____

Name:

Title:

Approved:

Signature: _____ Date _____

Name:

Title:

State of Alaska

Department of Transportation and Public Facilities

Northern Region Preconstruction

Recommended:

Signature: _____ Date _____

Name: Gail Gardner, P.E.

Title: Regional Utility Engineer

Approved:

Signature: _____ Date _____

Name: David J. Miller

Title: Director, Northern Region