



# CITY OF NORTH POLE *Alaska*

## REGULAR CITY COUNCIL MEETING Monday, September 19, 2016

### **MAYOR**

Bryce Ward  
888-4444

### **CITY CLERK**

Kathy Weber, MMC  
488-8583

### **COUNCIL MEMBERS**

Kevin McCarthy- Mayor Pro Tem	590-0800
Preston Smith – Dep Mayor Pro Tem	488-8824
Elizabeth Holm – Alt Dep Mayor Pro Tem	488-6125
Santa Claus	388-3836
Elyse Dawson	520-221-1340
Thomas McGhee	455-0010

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**
7. **Council Member Questions of the Mayor**
8. **Communications from Department Heads, Borough Representative and the City Clerk**
9. **Ongoing Projects Report**
10. **Citizens Comments (Limited to Five (5) minutes per Citizen)**

## **11. Old Business.**

- a. Ordinance 16-19, an ordinance of the North Pole City Council Repealing Chapter 4.18, 4.20, and 4.22.
- b. Ordinance 16-20, an ordinance of the North Pole City Council adding Section 4.19, Property Disposal.
- c. Ordinance 16-21, an ordinance of the North Pole City Council amending Title 2, Chapter 2.36, Section 2.36.220, Travel and Host Reimbursements.

## **12. New Business**

- a. Approval of election judges and Canvass Board for the October 4, 2016 municipal election.
- b. Request from Victoria Jones for forgiveness of utility bills left by tenants.
- c. Recommendation to approve purchase of two mobile generators for the Utility Department.
- d. Recommendation to award 2017 snow removal contract to the lowest responsive bidder:Blackhawk Works, LLC.
- c. Ordinance 16-22, an Ordinance of the North Pole City Council amending North Pole Municipal Code Title 2, Chapter 2.36.231 A., Tuition Reimbursement.
- d. Resolution 16-09, a Resolution to conditionally donate the building and land at 101 East 5<sup>th</sup> Avenue to the Santa's Senior Center, A 501(C)3, to satisfy the matching requirement of a community development block grant that will be used to renovate the building and grounds where transfer of ownership of the property is contingent upon award of the grant; successful completion of the renovations; and satisfying all requirements of the funding agency in the grant award.

## **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 Tuesday, September 6, 2016 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 Tuesday, September 6, 2016 to order at 7:02 p.m.

***There were present:***

**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**

***Absent/Excused***

**Excused**  
**Excused**

**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 September 6, 2016**

**Seconded by Mr. McCarthy**

**Discussion**

None

Mr. McGhee moved to consent items:

**Old Business.**

- a. Ordinance 16-17, an ordinance of the North Pole City Council amending Title 2.36.470 Personnel Code, adding over hire.
- b. Ordinance 16-18, an ordinance amending Title 2, Personnel Code, Chapter 2.36.470 Pay, Section F. Professional Development

## **12. New Business**

- b. Ordinance 16-19, an ordinance of the North Pole City Council Repealing Chapter 4.18, 4.20, and 4.22.
- c. Ordinance 16-20, an ordinance of the North Pole City Council adding Section 4.19, Property Disposal.
- d. Ordinance 16-21, an ordinance of the North Pole City Council amending Title 2, Chapter 2.36, Section 2.36.220, Travel and Host Reimbursements.

**Seconded by Mr. McCarthy**

***On the amendment***

### **PASSED**

Yes: 5 –Smith, McGhee, Claus, McCarthy, Ward

No: 0

Absent: 2 – Holm, Dawson

***On the main motion as amended***

### **PASSED**

Yes: 5 –Smith, McGhee, Claus, McCarthy, Ward

No: 0

Absent: 2 – Holm, Dawson

## **APPROVAL OF MINUTES**

**Mr. Smith moved to Approve the Minutes of August 15, 2016**

**Seconded by Mr. Claus**

### **Discussion**

None

### **PASSED**

Yes: 5 –Smith, McGhee, Claus, McCarthy, Ward

No: 0

Absent: 2 – Holm, Dawson

### **COMMUNICATIONS FROM THE MAYOR**

The next muffins will be cancelled as I will be out of town moose hunting. I will be out of the office from September 15<sup>th</sup> to the 19<sup>th</sup>. I may be back in time for the council meeting. Our Mayor Pro-Temp may need to run the meeting.

I am proud to announce that the City of North Pole has a new Fire Chief. Geoff Coon was promoted from within the Department to the Position of Fire Chief and I am excited to work with Chief Coon to build a better City and Department.

The three local mayors will march from North Pole City Hall to The Door in Fairbanks (14miles) on September 10<sup>th</sup> to bring awareness to the community about the homeless youth issue we have in the interior. Each mayor has a fundraising page. Please help bring awareness and donate! All proceeds will go to The Door. The public is welcome to join us.

Mayor Wards Page is <http://www.fyaohn.myevent.com/participant/378307> Thank you to all of the sponsors who have helped raise funds for our homeless youth.

I was able to speak at the Fairbanks Rotary last week and give them a state of the City, It was a great opportunity to speak to our Rotarians and hear what they are doing for the community.

We had the Streetlight Standardization meeting on the 23<sup>rd</sup> of August and are still receiving some of the responses back. The breakdown of the responses will be published and the council will be informed of the results. We are taking responses till the end of the week.

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

- None

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

#### **Police Department, Chief Dutra**

- Emergency Vehicle Operation Course was last week. Fifty officers in the Interior attended the course.
- Working with NPHS on active shooter course.
- Officer Milne was unable to attend the IRS training in Florida due to the hurricane.
- He will give the statistics report during budget time.
- Attended the skateboard park opening. Bill Butler deserves kudo's for his efforts. It's about time to clean up that park. Hats off to the Public Works department.
- Has signed up for "Guys Read".
- Great training has been going on for 9 years. The department believes that it makes a difference with the students.

- The pavilion has been erected at the Memorial Park. Tin should be on the roof before September 15<sup>th</sup>. Flag poles have been ordered. Span Alaska has been very helpful with the shipping. The list of people who have contributed to this park is phenomenal.
- The 354<sup>th</sup> fighter wing was out cleaning up all the dead trees in the islands.

**Fire Dept., Deputy Chief Coon**

- None

**Finance, Tricia Fogarty**

- None

**Director of City Services, Bill Butler**

- **Building Department**
- All permits issued for Santa Claus House warehouse addition.
- Exploring a Community Development Block Grant opportunity with the Santa's Senior Center. Goal is to renovate the existing building. Letter from President of Santa's Senior, Goldie Southwood, in support of the idea is attached.
- Awards of up to \$850,000 possible. To be competitive need at least a 25% match. Concept is, with City Council approval, to donate the existing land and building to the Santa's Senior Center conditionally only upon receipt of a grant. Intending to introduce a resolution in support of this project at the September 19
- Council meeting that authorizes conditional donation of city property to Santa's Senior Center upon receipt grant.
- (\*See attached letter from Santa's Senior Center.)

**Public Works**

- Skateboard & BMX Competition held on September 3 at the Skateboard Park.
- Welcome to North Pole signs delivered and hope to install them later this week at base of exit ramps at Badger Road & Santa Claus Lane.
- Took delivery of wood chipper on September 2.
- One of our summer hires has returned to college, down to two summer hires.

**Utility Department**

- Lift Station Phase 3.
- Work continues at all five sites.
- Expect to begin the final major phase of the work—electronic controls—beginning no later than the end of September.
- Emergency generators: Received final submissions too late to include recommendation for this Council meeting, but will make a recommendation at September 19 meeting.

- Later this month will begin the effort to bring local restaurants compliant with the Fats, Oil & Grease (FOG) requirements in City Code
- It will be an approximately year-long campaign that includes mailings, workshops and consultations.
- Goal is to reduce threats of sewer backups, reduce maintenance costs and reduce treatment costs

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

- No IGU board meeting since North Pole's last Council meeting so I have no new official report to make.

#### **Borough Representative**

At the last Assembly meeting I was able to share with the public about the skate park success and the event we held this last weekend as well as other North Pole events.

The assembly amended the Borough Code with Ordinance 2016-47 to allow the wavier of certain animal impound fees after a local disabled resident had their service animal stolen and it was later found at the animal shelter. Prior code would not allow the fee to be waived even though it was not the owners fault someone broke into their vehicle. Mayor Kassel and assembly woman Diane Hutchison paid the fee for the resident.

The assembly weighed in with Resolution 2016-39 on the contentious issue of trapping bears, wolves and wolverines adjacent to Denali National Park and Preserve. This issue drew a big crowd and ultimately the assembly passed this resolution.

Coming up at the next Assembly meeting is Ordinance 2016-20-1F, an Ordinance amending the FY 2016-17 budget by appropriating \$372,474 in federal grant funding to develop a borough-wide Growth Management Plan related to the F-35 basing at Eielson AFB.

#### **City Clerk's Office, Kathy Weber**

- Sample ballots are on the website and we should have absentee ballots by September 15<sup>th</sup>.
- The Municipal Election for the City of North Pole will be held Tuesday, October 4, 2016. The following seats are open:

#### **CITY OF NORTH POLE COUNCIL SEATS**

(All offices serve at-large)

2 City Council Seats.....3-year terms

1 City Council Seat.....2-year Term

Elyse Dawson gave her letter of resignation at the last council meeting. She will not be in attendance tonight as she has a sick child.

- Candidates for City Council are:

**DeJohn Cromer**  
815 Marquette Loop  
North Pole, AK 99705  
P: 907-347-2808  
Email: [jejohnc@gmail.com](mailto:jejohnc@gmail.com)

**Avery Thompson**  
135 E. 6<sup>th</sup> Ave  
North Pole, AK 99705  
P: 907-388-5351  
Email: [ThompsonAvery@msn.com](mailto:ThompsonAvery@msn.com)

**Doug Isaacson**  
1003 Shirley Turnaround  
North Pole, A 99705  
P: 907-322-3133  
Email: [douglas.isaacson@gmail.com](mailto:douglas.isaacson@gmail.com)

**David Skipps**  
2729 Perimeter Dr.  
North Pole, AK 99705  
P: 907-750-5106  
Email: [DavidSkipps@yahoo.com](mailto:DavidSkipps@yahoo.com)

The seats will go to the top three vote getters by the number of votes received.

- The City hired 3 new positions last month. The new Fire Chief is Geoff Coon, Utility Billing Clerk/AR is Jamie Duncan, and Records Manager/Archivist is Sally Terch. Sally is also doing the social media, helping with the website, doing the newsletter and working with attorney Zane Wilson organizing information and inputting info from FHR, Williams AK, and State of Alaska.
- The Alaska Municipal League Annual Local Government Conference is November 16 – 18<sup>th</sup>. If any council members are interested in attending please let me know and I will sign you up for the conference, hotel, and book airfare for you. The sooner we know the better the rooms and flights are.
- Next meeting is Monday, September 19, 2016.
- 110 days until Christmas.

### **ONGOING PROJECTS**

- None



### **CITIZENS COMMENTS**

Goldie Southwood, President of Santa's Senior Center

They are very interested in getting the block grant for the failing infrastructure of the senior center. She wanted the council to know how important this is for the Center.

Jeff Stepp, FNSB Special Assistant to the Mayor and Economic Development Coordinator

Mayor Kassel asked him to come out and to identify areas to build synergies and bridges to fill in gaps between the borough and City of North Pole and economic development strategy. The FNSB has received a grant for \$350,000 to implement a growth management plan in regards to EAFB F-35's. For more information email Mr. Stepp at [JStepp@fnsb.us](mailto:JStepp@fnsb.us).

### **OLD BUSINESS**

None

### **NEW BUSINESS**

**REQUEST FOR TUITION REIMBURSEMENT FOR EMILY GIBSON IN THE AMOUNT OF \$1,288.**

On August 1, 2016 Officer Gibson gave me her tuition reimbursement. I left on August 3<sup>rd</sup> for vacation. I took the request and set it on my desk until I returned to work on August 15<sup>th</sup>.

When I actually looked at the tuition reimbursement then looked at the City Code 2.36.231, that was passed in February of 2016, my heart skipped a few beats. I realized the system, specifically me, had failed to complete the "LETTER" of the code and that this failure may well cost one of my employees a lot of money.

The employee submitted their tuition request with plenty of time to allow me to get it in front of the council and hopefully garner an approval before the courses started.

What I failed to realize, at the time I initially was handed the request, was the dates of the class relative to the council meetings and my vacation. To no fault of the employee I did not do my part. The "system" failed.

I know the intent of this ordinance was to give the council members the ability to approve courses "prior" to enrollment. It appears from this unforeseeable set of circumstances that we may not have considered all the variables.

\$1848.00 is what Emily Gibson is asking for but I am only authorizing \$1288.00 of that amount. Thank you for your time.

Chief Dutra explained why these courses are needed for her degree. He asked that they approve and reimburse Det. Gibson.

Mr. McGhee said that they have had many discussions about this issue. He said that Chief Dutra has argued that an employee who wanted to go to school wouldn't have enough time to put this forward for reimbursement. Mr. McGhee asked if he recalled those meetings.

Mr. Claus asked if the departments work goes to court or an attorney, if they rely on the experience of a Detective if they have an accounting background, if there is a financial crime that is committed.

Chief Dutra stated that they definitely do.

Mr. McCarthy asked if there is a specific date as to when this needs to be approved.

Smith stated that classes aren't always offered and has come in to play. He said it's hard to get this paperwork turned in. He asked how we can not let this employee fail. wanted to know how we can not let this officer fail.

Mayor Ward asked if this does or does not violate the code if council approves this.

Chief Dutra stated that it did.

Mr. Smith asked if this was because of the timeline.

### **Public Comment**

None

**Mr. McGhee** *moved to* **approve tuition reimbursement for Emily Gibson in the amount of \$1,288.**

**Seconded by Mr. McCarthy**

### **Discussion**

Mr. McGhee said that the on NPMC 2.36.231, that he was a staunch supporter of it. He said it was never the council's intent to deny an employee from bettering themselves. In the past employees were coming before council after the class had been taken, requesting reimbursement. Mr. McGhee said that he will bring this forward in future meetings. The employee did their job and the department head dropped the ball due to their schedule and work load.

Mr. McCarthy said the intent was to get the council front loaded and that a person was going to school and get reimbursement. He felt that council is reading this portion of the code wrong. Most places in the industry you would do this after the class was taken. The intent was just letting council know they were going to school.

Mr. Claus said he agreed that this should be approved.

Mr. Smith stated that this is like the step increases for the fire department and that it pays off.

Mayor Ward said that he disagrees with this language in the code and is in support of the police department and Ms. Gibson. The code states that this needs to have prior approval. He remembers the discussion with council and council wanted to make sure that employees came before them first. If the code needs to be changed then we should change it. By approving this would be a violation of the code.

Mr. McCarthy said this was something that they ran into with the Planning Commission. He felt this situation has the wrong choice of words and that it wouldn't be a violation of the code and we should not use this officer as an example.

Mr. McCarthy called the question.

Mr. Smith disagreed.

Mr. Smith asked if they could change the code and then bring it back.

Mr. Claus stated that when this is revised that it may come back before council.

**Mr. McGhee *moved to* postpone the reimbursement for Officer Gibson this until the meeting of Monday, October 17<sup>th</sup>.**

**Seconded by Mr. Claus**

**Discussion**

Mr. McGhee wanted to look at the verbiage and bring it back. He said they took an oath to uphold the code. They have come up with a solution and bring this matter back.

On postponing until October 17, 2016

**PASSED**

Yes: 5 –Smith, McGhee, Claus, McCarthy, Ward

No: 0

Absent: 2 – Holm, Dawson

**Mr. McGhee *moved to* Suspend rules for a 3 minute break**

**Seconded by Mr. Claus**

**Executive Session –**

Mr. McGhee *moved to* recess into executive session to discuss status of litigation and any action

that needs to be taken.

**Seconded by Mr. Claus**

Mayor Ward called the meeting back into session at 9:18 p.m.

**Mr. McGhee moved to approve the Mayor to resolve the City of North Pole and Flint Hills litigation on the grounds discussed in executive session and to authorize the Mayor to sign all documents resolving the litigation between the City of North Pole and the Flint Hills defendants.**

**Seconded by Mr. McCarthy**

**PASSED**

Yes: 5 –Smith, McGhee, Claus, McCarthy, Ward

No: 0

Absent: 2 – Holm, Dawson

**COUNCIL COMMENTS**

None

**ADJOURNMENT**

**Mr. McGhee moved to Adjourn the meeting at 9:21 p.m.**

**Seconded by Mr. Claus**

The regular meeting of Tuesday, September 6, 2016 adjourned at 9:21 p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Monday, September 19, 2016.

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Bryce J. Ward, Mayor

**ATTEST:**

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Kathryn M. Weber, MMC  
North Pole City Clerk

**CITY OF NORTH POLE  
ORDINANCE 16-19**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL REPEALING CHAPTER  
4.18, 4.20, 4.22**

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

**WHEREAS**, having multiple disposal process in code is confusing; and,

**WHEREAS**, consolidating all property disposal requirements under one section will aide in the transparency of our disposal process; and,

**WHEREAS**, surplus items that are to be sold should go through a competitive bid process that is consistent throughout all departments in the city; and,

**WHEREAS**, this ordinance is to be considered with Ordinance 16-xx Property Disposal.

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

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

Section 2. Title 4 Chapters 18,20,22 , is hereby amended in the North Pole Code of Ordinances as follows: [new text in italicized *red font*; deleted text in ~~strike through~~ font]

**Chapter 4.18  
DONATION OF CITY ASSETS**

**Sections:**

~~4.18.010 Grant authorization.~~

~~4.18.020 Grant requirements.~~

~~4.18.030 Grant disbursements.~~

**~~4.18.010 Grant authorization.~~**

~~The City may donate any City property and/or revenues except as restricted by this chapter and by Section 13.4 of the Home Rule Charter, upon a two thirds majority vote of the City Council.~~

**~~4.18.020 Grant requirements.~~**

~~The City requires a completed application on forms provided by the City no later than March 31st of each year. The completed application must be submitted to the City Clerk for any and all donation requests of the City. The following information must be included in the request:~~

~~A. The name of the organization requesting a grant.~~

34 B.—The organization's Federal Identification Number (FIN) if the agency is registered  
35 with the Internal Revenue Service.

36 C.—The type of organization and its tax status.

37 D.—The names of persons legally responsible for the organization.

38 E.—The proposed use of grant funds being requested.

39 F.—The details of how the requested grant will benefit the City of North Pole.

40 G.—All other donations of City asset shall be by Council approval and in compliance  
41 with this chapter.

42 H.—All organizations requesting grants from the City that total more than \$6,000 (six  
43 thousand dollars) in value within any calendar year shall submit to the City, with the  
44 request, a statement of financial review of the year preceding said request, a proposed  
45 budget detailing how City funds will be used and an IRS Form 990 for the previous year.

46 I.—All organizations receiving grants from the City will submit to the City Council a  
47 year-end report outlining the use of the grant.

48 **4.18.030 Grant disbursements.**

49 All grant requests shall be promptly rated by the Council and shall be rejected, approved or a  
50 portion thereof approved based upon the following criteria:

51 A.—The amount of City funds available for grants appropriations.

52 B.—The relative urgency of the stated need.

53 C.—The number of North Pole citizens that will receive benefit or quality of life  
54 improvement from the grant.

55 D.—Audit disclosures (when required) shall be examined for determination of the  
56 organization's overall financial responsibility.

57 E.—The need as stated in the application shall be priority rated with existing City  
58 departmental needs that have not received budget appropriations. Departmental needs  
59 must be submitted to the Mayor by department heads to be included in the priority  
60 ratings.

61 F.—The need as stated in the application shall also be priority rated to other submitted  
62 grant applications.

63 G.—Only nonprofit organizations may request and qualify for City grants.

H.—Grants may not be given to any organization wherein a City elected official would be the direct beneficiary of the grant. (Ord. 98-15 § 4, 1998)

## **Chapter 4.20**

### **SALE OF CITY PROPERTY**

Sections:

4.20.010 Sale of real and personal property.

4.20.020 Conveyance of property.

#### **4.20.010 Sale of real and personal property.**

A.—The City may sell, dispose or donate any City-owned real or personal property except where restricted by Section 13.4 of the Home Rule Charter, when in the judgment of the City Council it is no longer required for public use.

B.—Any item of City-owned property, determined by the City Council to be of value and no longer required for public use, shall be disposed of in accordance with the procedures outlined in this chapter.

C.—The City may acquire the services of an auction company to advertise and sell at auction items for disposal as approved by the City Council in accordance with the procedures outlined in this chapter.

D.—Public Sale, Lease or Disposition Procedure for City-Owned Property.

1.—The administration shall prepare a list of items determined to be surplus to the needs of the City and present it to Council for determination of status and disposition procedures.

2.—The North Pole City Council may establish minimum bids for any item to be disposed of.

3.—The auction contractor shall notify the City of any auction including City assets shall advertise the sale in a newspaper of general circulation in the City at least fifteen days in advance of the date of the sale and post in at least three public places in the City.

4.—The administration shall present to Council a list of all items sold and the proceeds from the sale at the regularly scheduled meeting following the sale and remove any item from the City asset management list.

5. ~~The City Council may determine if it is in the best interest of the City to donate City property to other parties. Donation of City property shall be made by ordinance setting forth the items or real property, the terms and the party accepting the donation. (Ord. 15-06 § 2, 2015; Ord. 94-7 § 2, 1994; Ord. 84-3 § 2-13, 1984)~~

#### **~~4.20.020 Conveyance of property.~~**

A. ~~Any property acquired by the City by virtue of a tax foreclosure may be conveyed to such persons as the City directs by ordinance; provided, however, that the terms and conditions of such conveyance are to be approved and established by the Common Council of the City.~~

B. ~~The failure upon the part of the purchaser to conform to the terms and conditions of the transfer will result in the automatic reconveyance of the property to the City. (Res. 62-1, 1962)~~

### **Chapter 4.22**

## **~~DISPOSAL OF POLICE DEPARTMENT PROPERTY~~**

#### **Sections:**

~~4.22.010 Disposal of property.~~

~~4.22.020 Notice of disposition of property with a known owner.~~

~~4.22.030 Finder's election to retain possession of found property after report.~~

~~4.22.040 Notice of disposition of property with an unknown owner.~~

~~4.22.050 Disposition.~~

~~4.22.060 Auction sale.~~

~~4.22.070 Publication of sales cost and reimbursement.~~

~~4.22.080 Dangerous, prohibited or perishable property, immediate disposal.~~

#### **~~4.22.010 Disposal of property.~~**

A. ~~The following property in possession of the Police Department may be disposed of as provided in this chapter:~~

1. ~~Property abandoned and not claimed by the owner within thirty days of notification delivered to the last known mailing address of the owner; or~~

2. ~~Property stolen and not claimed by the owner within thirty days of notification delivered to the last known mailing address of the owner after the final disposition of the criminal case regarding the property; or~~



3.—Property found and delivered to the Police Department and not claimed by the owner within thirty days of notification delivered to the last known mailing address of the owner, or thirty days after the date on which the City or Police Department publishes a notice, in a newspaper of general circulation, to an unknown owner; or

4.—Firearms forfeited under the provisions of State law for conviction of an offense involving the use, possession or transfer of a firearm; or

5.—Firearms, weapons or other property found, seized by Police as evidence or for safekeeping where the rightful owner does not claim the property within thirty days of notification delivered to the last known mailing address of the owner, after the final disposition of the case or thirty days after the date on which the City or Police Department publishes a notice, in a newspaper of general circulation, to an unknown owner; or

6.—Department property that has been deemed to be surplus to the needs of the Department because it no longer has any value or is of a negligible value, or is nonfunctional and more cost-effective to replace rather than repair.

B.—As used in this chapter, “disposable property” does not include any asset forfeitures conducted pursuant to Chapter [4.21](#) NPMC or other specific forfeiture programs authorized by City code. Forfeiture or disposition of motor vehicles that come into the Department’s possession shall conform to current Alaska Statutes regarding the disposition of such property. (Ord. 07-02 § 2, 2007; Ord. 99-15 § 2, 1999)

#### **4.22.020 Notice of disposition of property with a known owner.**

A.—The Department Evidence Custodian, as the person directly responsible for the administration of Department obtained property, shall mail a notice of the intended disposition of the stolen, abandoned, forfeited, seized or found property to the owner of the property at the last known mailing address of the owner.

B.—The notice of disposition required by this section shall include:

1.—A general description of the property;

2.—The date on which the Police Department obtained possession of the property;

3.—The provision that the property is to be forfeited to the Department at the time, date and place stated in the notice if the owner does not claim the property;

4.—The provision that the property, if money, will be paid into the City’s general fund, if the owner does not claim the money;

5.—~~The provision that the property must be claimed by the owner within thirty days after the date of the notice;~~

6.—~~The provision, when applicable, that firearms forfeited under State law for conviction of an offense involving the use, possession or transfer of a firearm shall be forfeited to the Department. (Ord. 99-15 § 2, 1999)~~

**4.22.030 Finder's election to retain possession of found property after report.**

A.—~~Persons who report found property shall be informed of the provision that the finder may retain possession of the property and make adequate notice of their finding (as outlined in this section) and that if the property remains unclaimed after thirty days of publication, the property is forfeited to the finder. If the finder elects to turn the property over to the Department, the finder shall be notified that they will forfeit all of their right, title, interest and claim in, and to, found property or money unclaimed by the owner unless the finder files a written request with the Chief of Police for return to the finder of the unclaimed property or money. The request must be filed no later than twenty days after the date of transfer of the property to the Department.~~

B.—~~If the finder elects to retain possession of found property pending disposition, the finder of the property shall publish in a newspaper of general circulation in the City, a notice of found property. If the publication is by the finder of the property, at least ten days shall elapse between the time the City is notified that the property has been found and the date of the publication. (Ord. 99-15 § 2, 1999)~~

**4.22.040 Notice of disposition of property with an unknown owner.**

A.—~~The Department Evidence Custodian, as the person directly responsible for the administration of Department obtained property, shall publish in a newspaper of general circulation in the City a notice of property in the Department's possession and its pending disposal.~~

B.—~~The notice of disposition required by this section shall include:~~

1.—~~A general description of the property;~~

2.—~~The date on which the Police Department obtained possession of the property;~~

3.—~~The provision that the property is to be forfeited to the Department at the time, date and place stated in the notice if the owner does not claim the property;~~

4.—~~The provision that the property, if money, will be paid into the City's general fund, if the owner does not claim the money;~~

194           5. ~~The provision that the property must be claimed by the owner within thirty~~  
195           ~~days after the date of the notice. (Ord. 99-15 § 2, 1999)~~

196   **4.22.050 Disposition.**

197   ~~Department surplus property, forfeited property, and other property unclaimed by the owner after~~  
198   ~~the publication and/or mailing of notice of disposition and the expiration of time periods as~~  
199   ~~required by the previous sections, shall be disposed of as follows:~~

200           A. ~~The property, if money, will be paid into the City's general fund;~~

201           B. ~~Found property, including money, shall be returned to the finder if they have timely~~  
202           ~~requested such return as provided in the previous section;~~

203           C. ~~Surplus property, forfeited property, and all property not claimed or returned to the~~  
204           ~~finder may be sold as provided by this chapter after a notice is given or published as~~  
205           ~~outlined in the previous section. The proceeds of the sale, and disposable property that is~~  
206           ~~money, shall be deposited into the general fund of the City;~~

207           D. ~~Surplus property, forfeited property, and property not claimed or returned to the~~  
208           ~~finder may be provided to another City department for any lawful purpose (excluding~~  
209           ~~contraband and/or items, the possession of or use of which may be unlawful);~~

210           E. ~~Surplus property, forfeited property, and property not claimed or returned to the~~  
211           ~~finder may be donated to an eligible charity upon approval of the City Council;~~

212           F. ~~Surplus property, forfeited property, or property not claimed or returned to the finder~~  
213           ~~which has no or negligible value may be destroyed. (Ord. 99-15 § 2, 1999)~~

214   **4.22.060 Auction sale.**

215   ~~Should the Department elect to dispose of forfeited property by public auction, the City shall sell~~  
216   ~~the property in accordance with existing code provisions. (Ord. 99-15 § 2, 1999)~~

218   **4.22.070 Publication of sales cost and reimbursement.**

219   ~~Before returning property to the finder or owner, and before delivering money to the City~~  
220   ~~Accountant for deposit into the general fund, the Chief of Police or his designee shall require~~  
221   ~~reimbursement, by the person receiving the property or money delivered, of the costs of~~  
222   ~~publication and sale attributable to the property or money delivered. (Ord. 99-15 § 2, 1999)~~

223   **4.22.080 Dangerous, prohibited or perishable property, immediate disposal.**

224   ~~Property in possession of the Police Department and determined by the Chief of Police or his~~  
225   ~~designee to be perishable, property of which possession is prohibited by law, property which has~~  
226   ~~no intrinsic value, or property which constitutes an immediate danger to the public may be~~

~~disposed of immediately in any safe manner without notice to a known or unknown owner. (Ord.  
99-15 § 2, 1999)~~

**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 6<sup>th</sup> day of September, 2016.

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Bryce J. Ward, Mayor

ATTEST:

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Kathryn M. Weber, MMC  
North Pole City Clerk

PASSED/FAILED Yes: No: Absent:
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**CITY OF NORTH POLE  
ORDINANCE 16-20**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL ADDING SECTION 4.19  
PROPERTY DISPOSAL**

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

**WHEREAS**, having multiple disposal process in code is confusing; and,

**WHEREAS**, consolidating all property disposal requirements under one section will aide in the transparency of our disposal process; and,

**WHEREAS**, surplus items that are to be sold should go through a competitive bid process that is consistent throughout all departments in the city; and,

**WHEREAS**, this ordinance is intended to combined section 4.18 Donation of City Assets, 4.20 Sale of City Property, and 4.22 Disposal of Police Department Property into one comprehensive Ordinance that eliminates confusion.

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

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

Section 2. Title 4 – Property Disposal is added to North Pole’s Municipal Code as follows:

**Chapter 4.19  
Authority for sale or disposal**

**4.19.010 Disposal of City owned real or personal property.**

A. All items recorded in the asset register shall be removed from the asset register at the time of disposal or sale.

B. Notwithstanding any other provision in this code, the Mayor or designee may authorize the abandonment or destruction of city supplies or property which is reasonably deemed to have no commercial value or of which the estimated cost of continued care, handling, repair, maintenance or storage would exceed the estimated proceeds of sale.

C. Per written recommendation by a respective department head, the Mayor or designee shall have the authority to exchange or trade in City supplies or equipment which is no longer used by the City or which have become unsuitable for city use if the Mayor determines it to be in the best interest of the city.

D. Surplus supplies or real property that has a value of at least \$10 must be sold through a competitive bidding process.

1. The City may acquire the services of an auction company to advertise and sell at auction items for disposal as approved by the City Council in accordance with the procedures outlined in this chapter.
  2. Any auction of City Surplus supplies or real property shall advertise the sale in a newspaper of general circulation in the City at least fifteen days in advance of the date of the sale and post in at least three public places in the City.
  3. All proceeds from the sale of city owned real or personal property shall be deposited into the general fund with the exception of vehicles and heavy equipment.
  4. Proceeds from the sale of vehicles or heavy equipment shall be deposited into the Vehicle Fleet funds for the prospective departments.
  5. The administration shall present to Council a list of all items sold and the proceeds from the sale at the regularly scheduled meeting following the sale.
- E. Per written recommendation by a respective department head, the Mayor or designee, if the best interests of the public would be served, may transfer any surplus city items or supplies to another governmental or quasi-governmental unit or to a charitable, civic, or nonprofit organization, subject to the following limitations.
1. When the estimated value of the supplies to be transferred exceeds \$1,000, the transfer may be made only after approval by the city council by resolution.
  2. Any donation of City property that does not exceed the estimated value of \$1,000 shall be reported to the council no later than the second meeting of the month preceding the donation. The report shall include all items and an estimated value for each item as well as the organization receiving the item(s).
- F. The city council may grant or devote real property no longer held for public purpose to the United States, the state, a local subdivision of the state, or an agency of any of these governments, for consideration agreed upon between the city and the grantee, without a public sale, if the grant or devotion is advantageous to the city.

#### **4.19.020 Disposition of Recovered or Seized Property.**

- A. When Property comes into the custody of the City Police Department, the Property shall be processed in accordance with the provisions of Alaska Statute (AS) 12.36.010-090 and then be determined by the chief of police to be eligible to become City property.
- B. Property that becomes City Property as identified through Alaska Statute (AS) 12.36.010-090 shall be disposed of in accordance with the provision of this Chapter.

**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 19<sup>th</sup> day of September, 2016.

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Bryce J. Ward, Mayor

ATTEST:

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Kathryn M. Weber, MMC  
North Pole City Clerk

PASSED/FAILED Yes: No: Absent:
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**CITY OF NORTH POLE  
ORDINANCE 16-21**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING TITLE 2,  
CHAPTER 2.36 SECTION .220, TRAVEL AND HOST REIMBURSEMENTS**

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

**WHEREAS**, the city travel code and policy is outdated and departments have interpreted it differently; and

**WHEREAS**, establishing a clear and concise process for all official city travel reduces ambiguity and frustration; and

**WHEREAS**, the proposed changes give clear guidelines for travel, including requiring a travel authorization form and travel expense claim form; and

**WHEREAS**, the new section of code increases per diem nine dollars a day and gives a breakdowns for partial days; and

**WHEREAS**, the proposed changes unify how all departments are to issue and execute official travel for City of North Pole employees and the City Council; and

**WHEREAS**, host reimbursement shall be subject to proper authorization by the appropriate supervisor.

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

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

Section 2. Title 2, chapter 2.36 section 2.36.220 – Travel and host reimbursements is amended in North Pole’s Municipal Code as follows: [new text in italicized *red font*; deleted text in ~~strikethrough~~ font]

**2.36.220 Travel and host reimbursement.**

~~A. When employees or members of the City Council are required to travel for the City on official business, reimbursement or advance payment shall be in accordance with the following guidelines:~~

~~1. Travel on official business for the City by a single employee or member of the City Council shall be via public carrier at the most economical fare possible (e.g., coach airfare, economy limousine service, etc.);~~



~~a. If the employee or member of the City Council is authorized or required to travel by private vehicle, the employee or member of the City Council shall be paid mileage at a rate equivalent to the current Internal Revenue Service mileage allowance, not to exceed the cost of equivalent coach airfare;~~

~~2. Reimbursement or advance payment for subsistence expenditures on official trips shall be based on a rate of \$42 (forty two dollars) per day. Partial days shall be reimbursed in one third day increments;~~

~~3. Claims for reasonable lodging expenses and destination ground transportation shall be supported by actual receipts.~~

~~B. Recognizing that it is in the best interest of the City for its representatives to host appropriate officials at luncheons and dinners, the Chief Executive may authorize advance payment of reasonable hosting expenses incurred by City employees. The City Council may authorize advance payment for reasonable hosting expenses incurred by members of the City Council.~~

~~C. An employee or member of the City Council may request an advance payment equal to one hundred percent of anticipated expenses covered under this section. Travel and lodging allowances paid in advance must be substantiated by receipts, invoices, ticket stubs, etc., within thirty days of the employee's return date. Overpayments shall be returned to the City. If an employee or member of the City Council fails to submit documentation of expenses within thirty days of completion of travel for which advance payment was made, the Chief Executive shall deduct from the employee's/Council member's pay the amount of the advanced funds for which no receipts are made available. All funds so deducted shall be paid to the employee or member of the City Council upon submission of all required documentation. (Ord. 98-12 § 2, 1998)~~

A. Travel Authorization, required

1. When employees or members of the City Council are required to travel for the City on official business it shall be in accordance with the following guidelines:

2. All travel is planned, approved, budgeted and controlled at the department level, except in specific cases:

a. Authorized travel approved in the budget requires no further approval beyond the departmental level. If, however, it becomes apparent that the total travel cost will exceed the budget estimate, additional funds must be appropriated in order for travel to occur.

b. All department head travel shall be authorized by the Mayor, prior to travel, specifically the Fire Chief, Police Chief, Director of City Services and the City Accountant.

c. The City Clerk must submit a budget estimate for City Council related travel to the City Council at the budget session each year listing expected council travel for the next year, approval of the budget constitutes approval for travel listed in the budget.

d. The City Clerk and the Mayor must submit a budget estimate for their related travel to the City Council at the budget session each year listing expected travel for the next year, approval of the budget constitutes approval for travel listed in the budget.

3. All travel on official city business shall be approved by an employee's supervisor, using the travel authorization form, prior to departure.

4. Travel on official business for the City by a single employee or member of the City Council shall be via public carrier at the most economical-practical fare possible (e.g., coach airfare, economy limousine service, etc.):

a. If the employee or member of the City Council is authorized or required to travel by private vehicle, the employee or member of the City Council shall be paid mileage at a rate equivalent to the current Internal Revenue Service mileage allowance, not to exceed the cost of equivalent coach airfare;

#### B. Travel Reimbursement and Per Diem

1. When employees or members of the City Council are required to travel for the City on official business, reimbursement or advance payment shall be in accordance with the following guidelines:

2. Reimbursement or advance payment for expenditures on official trips shall be \$51 (Fifty One Dollars) per day. Partial days shall be reimbursed based on the daily increments listed in this section.

<u>Per Diem for Partial Days</u>		<u>Rates</u>
<u>Midnight to 9:59 AM</u>	<u>Breakfast (20%)</u>	<u>\$10.00</u>
<u>10:00 AM to 2:59 PM</u>	<u>Lunch (30%)</u>	<u>\$15.00</u>
<u>3:00 PM to Midnight</u>	<u>Dinner (50%)</u>	<u>\$26.00</u>
	<u>Total Daily Amount</u>	<u>\$51.00</u>

b. Meals that are included in a conference, seminar or meeting are not eligible for per diem reimbursement.

98 3. Per Diem is only issued for travel that takes an employee or council member outside of  
99 the regional area; defined as the Fairbanks North Star Borough (FNSB)

100 4. Claims for reimbursable lodging expenses and destination ground transportation shall  
101 be supported by actual receipts. All reimbursement requests must be submitted on a travel  
102 expense claim form within thirty days of travel. If the travel expense claims form is not  
103 turned in within 30 days the City will not reimburse any expenses, no exceptions.

104 5. An employee or member of the City Council may request an advance payment equal  
105 to one hundred percent of anticipated expenses covered under this section with the  
106 following constraints:

107 a. A completed travel authorization form, with proper approval, is  
108 submitted to the accounts payable clerk 5 business days prior to travel.

109 b. Travel and lodging allowances paid in advance must be substantiated by  
110 receipts, invoices, ticket stubs, etc., within thirty days of the employee's  
111 return date and a travel expense claim form. Overpayments shall be  
112 returned to the City. If an employee or member of the City Council fails to  
113 submit documentation of expenses within thirty days of completion of  
114 travel for which advance payment was made, the Chief Executive shall  
115 deduct from the employee's/Council member's pay the amount of the  
116 advanced funds for which no receipts are made available. All funds so  
117 deducted shall be paid to the employee or member of the City Council  
118 upon submission of all required documentation.

119 C. Changes in travel or Cancellation of Travel:

120 1. The cost associated to change or cancel your travel plans for personal reasons will be  
121 paid by the employee; with the exception of illness or death of an immediate family  
122 member.

123 2. In the case of an extenuating circumstance an appeal may be made to the mayor or  
124 designee for the city to pay for the charges for changing travel.

125 D. Host Reimbursement

126 1. The City may host appropriate officials at luncheons and dinners; the Mayor may  
127 authorize reimbursement of reasonable hosting expenses incurred by City employees.  
128 The City Council shall authorize reimbursement for reasonable hosting expenses incurred  
129 by members of the City Council, including the Mayor.

130 a. No alcoholic beverages shall be reimbursed with City funds

b. All hosting expenses shall be authorized prior to encumbrance by the employee's appropriate supervisor in order to be eligible for reimbursement.

**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 19<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
Bryce J. Ward, Mayor

ATTEST:

\_\_\_\_\_  
Kathryn M. Weber, MMC  
North Pole City Clerk

PASSED/FAILED Yes: No: Absent:
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125 Snowman Lane  
North Pole, AK 99705  
P: 907-488-8583  
F: 907-488-3002  
C: 907-388-2728  
Email: Kathy.weber@northpolealaska.org

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

# Memo

**To:** North Pole Council Members  
**From:** Kathy Weber, MMC  
**Date:** 9/14/2016  
**Re:** Judges for October 4, 2016

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I am submitting, for your approval, the following list of election judges and Canvass Board. Please note that circumstances may arise and replacements may be needed.

<u><b>NORTH POLE</b></u>
Barbara Sevier, Chair
Dianne Doody
Jo Small
Sharon Kubacki
Agnes Beavers
Terry Huisman

<u><b>CANVASS BOARD</b></u>
Carolyn Mustard, Chair
Deanna Morris
Michelle Goodwin
Nancy Dreydoppel
Marjorie Casort
Cezanne Cady
Jackie (Patricia) Mitchell

September 14, 2016

Dear Honorable North Pole City Council,

Yesterday a notice for a Utility Disconnection Order for properties 2392 Homestead Road and 2450 Homestead Road were delivered to me in Fairbanks. The balance owing on 2392 Homestead Road is \$9,050.10 and on 2450 Homestead Road the balance owing is \$2,107.85. This is the first time that I have been made aware of the balances owing on these properties.

I have been left with unpaid water bills from tenants that have moved out and was not made aware of the delinquent payments by them until September 13, 2016. The tenants have signed a utility agreement with the City that they would pay the water bill. However, they did not pay and now I am responsible for the bill, the total of which is 11,157.95.

I am asking for you to forgive a portion of the bill or total forgiveness. I cannot pay the total amount all at once and ask that you review my water bills and consider changing the NPMC to put the unpaid water balances on the tenant like they do with GVEA. I am a single senior citizen woman working for Walmart and collecting social security. Both houses have been vacant for almost a year, have been vandalized and need major repair before I can even rent them again.

Respectfully,

  
Victoria M. Jones

# Utility Disconnection Order

Property address: 2392 Homestead Road  
Delinquent account balance: \$9,050.10  
Date of delinquent notice: September 13, 2016

This is notification that the utility account for the address listed above is 90 or more days delinquent. If by 5:00 PM, September 15, 2016 you do not pay the delinquent account balance in full or sign a legally binding confession of judgment, utility service at the property shall be disconnected and civil action to collect the delinquent debt shall be initiated that may include foreclosure. Disconnection is authorized by the North Pole Municipal Code Title 13 Public Services; Chapter 13.12 Customer Service; Section 13.12.130. See reverse side for code language.

You can pay your delinquent utility account or sign a legally binding confession of judgment at the City of North Pole, City Hall, 125 Snowman Lane, North Pole. City Hall office hours are 8:00 am to 5:00 pm Monday to Friday; Tel. 907-488-2281. Payment must be in cash or certified check.

North Pole Municipal Code

<http://www.codepublishing.com/AK/NorthPole/>

13.12.130 Disconnection of utility service.

A. North Pole Utility service may be disconnected if any charge has not been paid in full on the date it becomes delinquent or for any other reason established by City of North Pole ordinances.

B. A notice of disconnect shall be served by an officer of the City of North Pole at a minimum of seventy-two hours in advance of the disconnection. To halt the disconnection the customer shall pay all outstanding utility charges, including all interest and liquidated damages payments, in advance of the action to disconnect. In situations involving disconnection, The City shall only accept payment in cash or certified check. If it is necessary to issue a disconnect order for nonpayment of any North Pole Utility service a \$100 (one-hundred-dollar) processing charge shall be added to the customer's bill. In case service is disconnected for any violation of the provisions of this chapter, or under this section, such service shall not be furnished or resumed to the delinquent customer at the premises or any other premises where the delinquent customer applies for service until all arrears have been paid in full and a reconnect fee has been paid.

C. Whenever it is necessary for the North Pole Utility to discontinue the utility service to enforce the collection of a delinquency, a \$250 (two-hundred-fifty-dollar) reconnect fee will be charged in addition to the delinquent amount and both amounts must be paid before the utility service will be restored. The North Pole Utility will not be responsible for any damages or freezing occurring as a result of discontinuance of service for unpaid billings. In addition, the customer shall pay all associated costs, including but not limited to excavation, repaving, compacting, etc. Monthly billings for water and sewer charges shall be continued on the delinquent account. The property owner shall be responsible for all charges and attorney's fees thus incurred. (Ord. 12-02 § 2, 2012; Ord. 08-25 § 2, 2008; Ord. 82-8 § 2.O, 1982)



5932 01

# Utility Disconnection Order

Property address: 2450 Homestead Road  
Delinquent account balance: \$ 2,107.85  
Date of delinquent notice: September 13, 2016

This is notification that the utility account for the address listed above is 90 or more days delinquent. If by 5:00 PM, September 15, 2016 you do not pay the delinquent account balance in full or sign a legally binding confession of judgment, utility service at the property shall be disconnected and civil action to collect the delinquent debt shall be initiated that may include foreclosure. Disconnection is authorized by the North Pole Municipal Code Title 13 Public Services; Chapter 13.12 Customer Service; Section 13.12.130. See reverse side for code language.

You can pay your delinquent utility account or sign a legally binding confession of judgment at the City of North Pole, City Hall, 125 Snowman Lane, North Pole. City Hall office hours are 8:00 am to 5:00 pm Monday to Friday; Tel. 907-488-2281. Payment must be in cash or certified check.

North Pole Municipal Code

<http://www.codepublishing.com/AK/NorthPole/>

13.12.130 Disconnection of utility service.

- A. North Pole Utility service may be disconnected if any charge has not been paid in full on the date it becomes delinquent or for any other reason established by City of North Pole ordinances.
- B. A notice of disconnect shall be served by an officer of the City of North Pole at a minimum of seventy-two hours in advance of the disconnection. To halt the disconnection the customer shall pay all outstanding utility charges, including all interest and liquidated damages payments, in advance of the action to disconnect. In situations involving disconnection, The City shall only accept payment in cash or certified check. If it is necessary to issue a disconnect order for nonpayment of any North Pole Utility service a \$100 (one-hundred-dollar) processing charge shall be added to the customer's bill. In case service is disconnected for any violation of the provisions of this chapter, or under this section, such service shall not be furnished or resumed to the delinquent customer at the premises or any other premises where the delinquent customer applies for service until all arrears have been paid in full and a reconnect fee has been paid.
- C. Whenever it is necessary for the North Pole Utility to discontinue the utility service to enforce the collection of a delinquency, a \$250 (two-hundred-fifty-dollar) reconnect fee will be charged in addition to the delinquent amount and both amounts must be paid before the utility service will be restored. The North Pole Utility will not be responsible for any damages or freezing occurring as a result of discontinuance of service for unpaid billings. In addition, the customer shall pay all associated costs, including but not limited to excavation, repaving, compacting, etc. Monthly billings for water and sewer charges shall be continued on the delinquent account. The property owner shall be responsible for all charges and attorney's fees thus incurred. (Ord. 12-02 § 2, 2012; Ord. 08-25 § 2, 2008; Ord. 82-8 § 2.O, 1982)



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

City of North Pole  
Director of City Services

# Memo

To: North Pole City Council  
From: William Butler  
Date: September 14, 2015  
Subject: Recommendation to accept Blackhawk Works bid as 2016-2017 snow removal contractor

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## RECOMMENDATION

Accept bid from Blackhawk Works, LLC's bid for the 2016-2017 snow removal contract. Blackhawk's per snow removal cost is \$9,000; their per hardpack removal cost is \$9,000; and their hourly call-out rate is \$125.

## BACKGROUND

The City received two bids for the 2016-2017 snow removal bid:

Bidder name	Citywide snow removal	Citywide hardpack removal	Hourly call-out rate
Blackhawk Works, LLC	\$9,000	\$9,000	\$125
Hawks Enterprises	\$9,400	\$9,400	Loader: \$150
			Grader: \$175

Both bidders' bid satisfied the invitation to bid's minimum requirements. The City has experience with both bidders. Hawks has received the snow plowing contract for several years and performed responsibly. The City has contracted with Blackhawks on several occasions for brush clearing and performed responsibly. According to the City of North Pole Municipal Code, bids shall be awarded based upon the following:

4.16.040 Competitive sealed bidding.

A. Competitive Sealed Bidding.

7. The contract shall be awarded with responsible promptness by written notice to the lowest responsible and responsive bidder whose bid meets the requirement and criteria set forth

**in the invitation for bids.** In the event all bids for a construction project exceed available funds and the low responsive and responsible bid does not exceed such funds by more than five percent, the City is authorized, when time or economic considerations preclude re-solicitation or work of a reduced scope, to negotiate an adjustment of the bid price with the low responsive and responsible bidder.

**CITY OF NORTH POLE  
ORDINANCE 16-22**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING  
NORTH POLE MUNICIPAL CODE TITLE 2, CHAPTER 2.36.231,  
TUITION REIMBURSEMENTS**

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

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

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

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

Section 2. Chapter 2.36, Section 2.36.231 is amended in the North Pole Code of ordinances as follows: [new text in italicized *red font*; deleted text in ~~striketrough~~ font]

**2.36.231 Tuition reimbursements.**

A. An employee who registers for course work to be taken on personal time that is considered to be of benefit to the City may be reimbursed up to one hundred percent of the tuition expense. In order to be considered for reimbursement, the employee must, prior to enrollment, receive department head approval and submit a tuition reimbursement agreement obtained by Human Resources that explains how the course will be of mutual benefit to the City and the employee and that funds are available in the department's budget. Pre-approval by the City Council is required on all tuition reimbursements ~~prior to the enrollment.~~

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 18th day of April, 2016.

\_\_\_\_\_  
Bryce J. Ward, Mayor

**ATTEST:**

\_\_\_\_\_  
Kathryn M. Weber, MMC  
North Pole City Clerk

Yes: No: Absent:
------------------------

**CITY OF NORTH POLE**

**RESOLUTION 16-09**

**A RESOLUTION FOR THE CITY OF NORTH POLE TO CONDITIONALLY DONATE THE BUILDING AND LAND AT 101 EAST 5<sup>TH</sup> AVENUE, LOT 20, BLOCK 31 OF THE DAVIS SUBDIVISION TO THE SANTA'S SENIOR CENTER, A 501(C)(3), TO SATISFY THE MATCHING REQUIREMENT OF A COMMUNITY DEVELOPMENT BLOCK GRANT THAT WILL BE USED TO RENOVATE THE BUILDING AND GROUNDS WHERE TRANSFER OF OWNERSHIP OF THE PROPERTY IS CONTINGENT UPON AWARD OF THE GRANT; SUCCESSFUL COMPLETION OF THE RENOVATIONS; AND SATISFYING ALL REQUIREMENTS OF THE FUNDING AGENCY IN THE GRANT AWARD**

**WHEREAS:** the City of North Pole is the owner of the land and building located at 101 East 5<sup>th</sup> Avenue, Lot 20, Block 31 of the Davis Subdivision; and

**WHEREAS:** the Santa's Senior Center is a federally recognized 501(c)(3), non-profit organization; and

**WHEREAS:** the City rents the property to the Santa's Senior Center for a nominal fee of \$10 per year for the purpose of operating a senior center; and

**WHEREAS:** the City's lease with the Center requires the Center to be responsible for all operational and management costs responsible for operating the Center; and

**WHEREAS:** the building and grounds at 101 East 5<sup>th</sup> Avenue are in need of significant rehabilitation and neither the Center nor the City have the funds available to finance the needed renovations; and

**WHEREAS:** a federally-funded Community Development Block Grant (CDBG) is a feasible mechanism to finance the needed renovations at the Center because senior citizens are a pre-qualified eligible population for the purposes of a CDBG application; and

**WHEREAS:** to be competitive a CDBG requires a minimum of a 25 percent match that can be in the form of cash or in-kind contributions; and

**WHEREAS:** the donation of the property at 101 East 5<sup>th</sup> Avenue is a viable mechanism to satisfy the CDBG matching requirement; and

**NOW, THEREFORE, BE IT RESOLVED** by the North Pole City Council of the City of North Pole will contribute the city-owned property at 101 East 5<sup>th</sup> Avenue to satisfy the matching requirement of a Community Development Block Grant that will be used to rehabilitate the building and grounds at 101 East 5<sup>th</sup> Avenue where transfer of ownership of the property from the City to the Center to can occur only after receipt of a CDBG; successful completion of the

renovations approved in the grant award; and satisfying all requirements stipulated by the  
funding agency in the grant award.

**PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council  
this 19th day of September, 2016.**

\_\_\_\_\_  
Bryce J. Ward, Mayor

**ATTEST:**

\_\_\_\_\_  
Kathryn M Weber, MMC  
North Pole City Clerk

PASSED/FAILED Yes: No: Absent:
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