



***CITY OF NORTH POLE***  
**Regular Meeting September 5, 2017**  
**North Pole Council Chambers**  
**125 Snowman Lane, North Pole, Alaska**

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***TUESDAY, SEPTEMBER 5, 2017***  
**Violations Committee Meeting: 5:30 p.m. – 6:30 p.m.**  
**Committee of the Whole: 6:30 p.m.**  
**Regular City Council Meeting – 7:00 p.m.**

**MAYOR**

Bryce Ward – Borough Rep  
888-4444

**CITY CLERK**

Judy Binkley  
488-8583

**COUNCIL MEMBERS**

Kevin McCarthy- Alt Dep Mayor Pro Tem	590-0800
Avery Thompson	388-5351
David Skipps	750-5106
Santa Claus	388-3836
Thomas McGhee – Mayor Pro Tem	455-0010
Doug Isaacson - Deputy Mayor Pro Tem	322-3133

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**
  - a. **Creating opportunities for high school students through internships.**
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 17-19, An Ordinance of the City of North Pole, Alaska to transfer \$28,765 from the water division reserves to the water division professional services to fund a source water protection plan.

**12. New Business**

- a. Ordinance 17-20, An Ordinance of the City of North Pole, Alaska to amend Title 1, by updating general penalties and including a surcharge section and code violation schedule.
- b. Resolution 17-16, A Resolution of the City of North Pole, Alaska to fully authorize the Mayor to individually or jointly apply with the Fairbanks North Star Borough for the State of Alaska's Military Facility Zone for North Pole City Limits.
- c. Ordinance 17-21, An Ordinance of the City of North Pole, Alaska to amend Title 4, Revenue and Finance Chapter 12 Property Tax, by removing all non-mandatory property tax exemptions.
- d. Ordinance 17-22, An Ordinance of the City of North Pole, Alaska to amend the 2017 operating budget and other funds.

**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, August 21, 2017 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, August 21, 2017 to order at 7:02 p.m.

***There were present:***

**Mr. McCarthy** – Alt Dep Mayor Pro Tem  
**Mr. Isaacson** - Deputy Mayor Pro Tem  
**Mr. Thompson**  
**Mr. McGhee** - Mayor Pro Tem  
**Mr. Claus**  
**Mr. Skippis**  
**Mayor Ward**

***Absent/Excused***

**Excused**

**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 August 21, 2017*

**Seconded by Mr. Isaacson**

**DISCUSSION**

None

**Mr. McGhee** *moved to consent the following items:*

**Old Business:**

- a. Ordinance 17-18, An Ordinance transferring the asset of 4.39 acres of land from the Utility Department to the City for the Police Department to construct an impound lot.

**New Business:**

- a. Ordinance 17-19, An Ordinance of the City of North Pole, Alaska to transfer \$28,765 from the water division reserves to the water division professional services to fund a source water protection plan.

**Seconded by Mr. Isaacson**

**Discussion**

None

*On the amendment*

**PASSED**

Yes: 6 – McGhee, Isaacson, Claus, Thompson, McCarthy, Ward

No: 0

Absent: 1 – Skipps

*On the Agenda as amended*

**Discussion**

None

**PASSED**

Yes: 6 – McGhee, Isaacson, Claus, Thompson, McCarthy, Ward

No: 0

Absent: 1 – Skipps

**APPROVAL OF MINUTES**

**Mr. McGhee moved to approve the Minutes of August 7, 2017**

**Seconded by Mr. Thompson**

**Discussion**

None

**PASSED**

Yes: 6 – McGhee, Isaacson, Claus, Thompson, McCarthy, Ward

No: 0

Absent: 1 – Skipps

### **COMMUNICATIONS FROM THE MAYOR**

- The Violations Committee will be meeting before the first meeting of every month in the Council Chambers starting at 5:30p.m. The public is welcome to attend.
- I have drafted a resolution that would allow the Mayor to apply for the Military Facility Zone designation for the City of North Pole. I am currently working on edits and hope to have it before the council soon. The exciting part about this designation is that the application isn't even done with the state yet. We are hoping to help formalize the process with our application.
- Last week we had the Growth Management Plan team give a presentation at City Hall. There was a presentation and we will make it available to all of those who missed the meeting.
- On Wednesday the 23<sup>rd</sup>, a Pack of Cub Scouts will be here at City Hall to learn about local government and talk with me (the mayor).
- I am currently supporting the American Cancer Society with the Real Men Wear Pink Campaign. If you are interested in supporting me, please go to:  
[http://main.acsevents.org/site/TR?px=46167460&fr\\_id=85043&pg=personal](http://main.acsevents.org/site/TR?px=46167460&fr_id=85043&pg=personal)
- September 9<sup>th</sup> is the second annual Mayor's March. We are starting from City Hall and marching to The Door in town. If you would like to walk this year, please let me know as we would love to have more walkers. The trip is only about 8 miles this year as we are bussing people around the Richardson Highway. Mayor Matherly will not be able to walk with us but he will be DJ'ing the bus.
- 1<sup>st</sup> half of property taxes are due September 1<sup>st</sup>.

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

None

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

#### **Fire Dept., Chief Coon**

- The Fire Department is hosting a Firefighter One class which is jointly sponsored by UAF CTC, NSVFD, and NPF.
  - Tentatively have 5 members signed up. The class is over 160 hours and state certified
- NPF is also hosting an EMT1 class later in the year.
  - Currently have 5 members that are interested in attending the class. This class is also state certified and is over 120 hours long.
- We have a new applicant to become a live-in. This will bring our numbers up and give us one live-in on each shift.

- The Fire Department will be standing by at all NPHS home football games at the request of the coaching staff.
- The Department is getting some quotes to update the controls on the boiler system in the fire station.
  - The original system is nearly 40 years old. It's expected that the cost of replacement will overrun what is budgeted for in building maintenance for 2017.
  - Chief Coon expects to have estimates for the Council during the 2018 budget process.
- A-shift has been retrofitting LED lights in the apparatus bay floor and will continue throughout the year as building maintenance budget allows. We are expecting this to be a several year project.
- No new information on the surplus items for sale. Coordinating with our auction company has been difficult but we are motivated to get items to the sale.
- Chief Coon reported that in addition to his duties he still serves on the Interior Fire Chief's Association as secretary and is a board member for the Alaska State Chiefs Association. He will be traveling to Sitka in late September for board meetings and receive some training.

#### **Police Dept., Chief Dutra**

- Apologized for not being here the last couple meetings due to vacation and summer projects.
- Provided the statistical data to Council (July 2017 vs July 2016).
  - DUI trend is going upward and is concerning
- The new vehicles are here and in the parking lot. It's taking a while to get them set up. They were ordered in January and are just now about to be placed into use.
  - One of the new vehicles is going to Sgt. Binkley as his current vehicle needs to be replaced.
  - Officer Tibbets has been promised the other vehicle.
- ALICE project is being worked on and the School District has been open to the idea of bringing that into the schools. It's important to educate the students, teachers, and staff to know what their options are during an active shooter even and know how to react. Chief Dutra will be doing a presentation to show what this is all about and hosting courses so we can train the community and spread the program area wide.
  - Will be setting up an active shooter training for the City employees
- Officer Meyer is in the Fairbanks academy now and will have numbers after the academy and be able to compare with the cost of the Sitka academy.
- Officer Tibbets is in 3<sup>rd</sup> phase and is doing well.
- The door project has been dragging on but we are getting close. The doors are working but the Clerk and I do not yet have access to the software. City Hall also has a switch so

that they have more control over the door schedule.

- The active shooter event at the Airport went well. We sent a few officers and Lt. Rathbun went as an evaluator.
- The serious accident near Peridot and we understand this intersection is unsafe. We urge drivers to use caution.
- Seeing an uptick in calls to the transfer sites due to onsite monitoring.
- Operation Glow Stick is on the horizon and looking for a sponsor from the Lion's Club. Ordered 650.
- Drug Takeback is October 28<sup>th</sup> and will have a PSA again. We want to get the word out again this year.
- Attended 6 out of the 10 days at the fair and handed out a lot of bubbles, anti-theft kits, bracelets, anti-bully books, gun locks, and more. It was awesome for outreach as we were the only department at the fair. Also got to talk about the park to a lot of community members and individuals seemed very responsive.
- Inventory equipment has showed up to the station and Sgt. Binkley is working with the software. Excited about this and will be able to keep a close eye on the inventory. The reporting capabilities are very robust and are hoping that the whole city will be able to use it.
- The ticket sales at the fair were okay and by the time the drawing starts, hope to have sold about 1000 tickets. Golden Wheel Amusement was a lot slower and ticket sales did not go as well as expected there.
- Weber Inc. should be working on the grass soon at the Park. ACS donated the DSL and AlasConnect will be installing cameras soon. The Lion's Club has indicated they would be willing to pay the monthly cost for the data feed.

### **Finance, Tricia Fogarty**

- Financials are available and the summarized versions are provided.
- Delinquent reports are also available
- Revenue sharing from the state came last week. We got \$104k and were expecting \$85k. Community assistance program is what it is called now.
- PFD garnishments have been worked on. Judy and Jamie worked on the auto-matches last week and if we got 100% of it, it would total \$166k but realistically we may get closer to 30%.

### **Director of City Services, Bill Butler**

#### **Building Department**

- Santa Claus House: City issued a fire sprinkler permit based upon Fire Marshal approval. There are still a few issues remaining before the Fire Marshal can issue permits for the remainder of the project.

- Learned that there are plans for some modifications in the Safeway for a sushi preparation area. They planned to start work without a permit until I notified them otherwise.

### **Public Works**

- Park location and identification signs should all be installed by the end of today.
- FMATS 2017 paving project of Dougchee Ave.; San Augustin Drive; Perimeter Drive; and portion of H&H Lane completed.
- DOT's sidewalks project on Santa Claus Lane (next to slough) and on east side of Badger Road (near Tesoro) and replacement of two ADA ramps completed.

### **Utility Department**

- Sulfolane settlement
  - 95% engineering and design documents released for State, City and Flint Hills review and comment. Next step will be to include any comments and submit to ADEC for approval to construct.
  - Next state is to generate a request for proposals for a late 2017 release.
- Warranty issue has arisen in the Phase 3 Lift Station Project. Apparently there is a problem in some of the wiring plugs to some of the electronic controls causing errant readings.

### **Natural Gas Utility Board**

- AIEDA and IGU have come to an agreement where AIDEA will reimburse IGU for \$350,000 of prior submitted invoices. This allows IGU to continue moving forward.
- IGU is at a decision point in the next two or three months where the board will have to decide if it is financially responsible to move forward.
  - Economic modeling will be run when Fairbanks Natural Gas obtains a gas contract combined with the likeliness of conversions at current fuel oil prices to assess the project's financial viability.

### **Borough Representative**

None

### **City Clerk's Office, Judy Binkley**

- The October Municipal Election ballots have been finalized and are currently at the printers.
- The official sample ballot has been posted on our website and a copy is available at the front counter.
- The workman's comp audit is next week and Trish and I plan to work together this week to finish compiling the requested reports for the auditor.



**ONGOING PROJECTS**

None

**CITIZENS COMMENTS – (Limited to Five (5) minutes per Citizen)**

None

**OLD BUSINESS**

Consented

**Public Comment**

None

**NEW BUSINESS**

Consented

**Public Comment**

None

**COUNCIL COMMENTS**

**Mr. Thompson** – None

**Mr. McCarthy** – None

**Mr. McGhee** – None

**Mr. Isaacson** – None

**Mr. Skipps** – Absent

**Mr. Claus** - None

**Mr. McGhee** *moved to adjourn the meeting at 7:50 p.m.*

**Seconded by Mr. Isaacson**

The regular meeting of Monday, August 21, 2017 adjourned at 7:51 p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Tuesday, September 5, 2017.

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Bryce J. Ward, Mayor

**ATTEST:**

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Judy Binkley, North Pole City Clerk

## **Work-Based Learning Program Participation and Eligibility**

Students participating in the Work-Based Learning Program will be enrolled and currently in good academic and disciplinary standing with an FNSBSD sponsored high school, trade school or distance learning program.

## **Learning Objectives**

A student who completes the Work-Based Learning Program will be able to:

- Develop and maintain a work ethic necessary for success in the workplace that includes honesty, integrity, dependability, punctuality, self-discipline, initiative, reliability, accuracy, confidentiality, productivity, respect and perseverance.
- Develop and use marketable skills to transition into post-secondary training and learning.
- Appreciate the relationship between theoretical knowledge and practical application by integrating academic and technical skills.
- Apply skills and academic knowledge in a variety of work related tasks.
- Describe how a particular task fits into the job duties and how the job fits into the overall organization.
- Recognize health and safety issues associated with in an occupation.
- Employ safety behaviors consistent with training and established safety standards.
- Acquire mastery of technical skills to meet certification requirements.
- Summarize employer and employee rights and responsibilities.

There may be other specific learning objectives and concepts defined throughout the courses of study associated with the Work-Based Learning Program.

Department	Position Name	Description of Duties
Building	Administrative Assistant	Answering phones, working with the general public, filing, taking inspection requests, helping issue building permits.
Finance	Assistant Clerk	Assist in the day-to-day Clerk functions: process moving violations, filing, scanning, cash flow processes, licensing, data entry and some research, answering and directing public inquiries.
Property Management	Administrative Assistant	Assist city property manager with various tasks to Include property assessments and sales, market assessments, inspections and lease management.
Finance	Accounts Receivable / Accounts Payable Assistant	This position is customer service oriented and is responsible for technical accounting work involving the keeping of statistical and financial records, and recording transactions: Assist customers (in person, on the phone, using email,) Collection Calls, Daily cash reconciliation, utility billing (Garbage), processing department requests to pay vendors in a timely manner.
Fairbanks Emergency Communications Center	Emergency Dispatch Assistant	Students will be exposed to and trained on how to handle emergency and non-emergency calls for service. Working side-by-side with a certified emergency services dispatcher and by the end of the work-study term, the student should be able to independently handle non-emergency calls for services. Students will have a basic understanding of how 9-1-1 calls are handled; how to use computer based telephone systems; stress factors in an emergency services call-center environment; how to clearly and concisely communicate with the public. This position will require a background check and interview as a pre-requisite to participation.
Police Department	Data Management Assistant	Conduct data analysis and database clean up per the Data-Driven Approaches to Crime and Traffic Safety principles in order to prevent crime and safety incidents and ultimately make Fairbanks a safer place to live, work and play.
Police Department	Administrative Assistant	Assist the police department clerk with routine duties such as filing, answering calls from the public, faxing, copying and greeting guests. Conduct data entry and retrieval, participate in report development and crime analysis, UCR classification, website maintenance, social media outreach and other computer based functions. May participate in supervised and introductory property and evidence handling activities. Student will not be exposed to potential law enforcement hazards.
Police Department	Law Enforcement Assistant	Participate in orientation activities to include ride-alongs, shadowing investigators at crime scenes, attending court hearings, public outreach activities, participation in limited police training and attending City sponsored meetings such as City Council Public Safety Commission.
Human Resources / Risk management / Procurement	Administrative Assistant	Work closely with city staff and departments in administrative functions of human resources, procurement and risk management. Student will be conducting file maintenance, procurement administration, employee training, research and general communication with city staff and departments.
Fire Department	Fire Prevention Assistant	Work in close supervision to perform administrative and operational tasks in support of the Fairbanks fire prevention program.
Engineering	Engineering Assistant	Students with interests in engineering, science and math will assist project managers and engineers with construction projects supporting summer construction projects (May through August).
Information Technology	Help Desk Assistant	Students will work with the Help Desk support team to manage intake, distribution and resolution of IT service tickets. Students will provide basic technical service and support to IT users, update websites, develop technical documentation, attend department staff meetings and directly contribute to the daily operations of the City.
Public Works	Project Assistant	Students with interests in vocational/technical careers such as welding, diesel and auto mechanics, operating equipment, plumbers, carpenters and mechanics will assist with planning and administrative tasks and observe actual work.
Mayor's Office	Administrative Assistant	Assist the Chief of Staff in day-to-day support of the Mayor, City Council and various boards and commissions. Duties will include administrative tasks, responding to citizen requests, legislative and legal research and preparation of correspondence and meeting agendas. Students with Interests in leadership, management, careers in politics, organizational development and project management should apply.

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(907) 488-3002 (fax)  
bill.butler@northpolealaska.org

City of North Pole  
Director of City Services

# Memo

To: City Council  
From: Bill Butler  
Date: August 16, 2017  
Subject: Request PDC Engineers to generate a Source Water Protection Plan for the North Pole Utility drinking water wells

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## **Recommendation:**

Approve PDC Engineers' fee proposal of \$28,765 to generate a Source Water Protection Plan for the North Pole Utility's drinking water wells.

## **Background**

In 2010, due to sulfolane contamination of the North Pole Utility drinking water wells located on Snowman Lane, Flint Hills Resources constructed two new wells for the Utility. The new wells are located on 791 Clear Water Court (south of Baker and west of North Star Subdivisions). The land surrounding the wells is largely undeveloped at present (except to the east). The aquifer that supplies the wells moves from southeast to northwest.

To ensure that the water that supplies the drinking water wells is not contaminated, it is critical that the Utility develop and implement a source water protection plan (SWPP). The Utility has approximately 600 utility accounts. When the new water system extension is completed, there is a potential for over 700 new utility accounts. The utility expansion within the city limits and in the new water system expansion has the potential to add several hundred more utility accounts should residential and commercial development occur. The USAF has identified the North Pole Utility as its preferred option to be the drinking water source to address the PFOS/POFA groundwater contamination in Moose Creek. Should the Moose Creek project be constructed, this expansion could add up to 150 new utility accounts. Within a decade, the Utility could triple its number of utility accounts and be the drinking water sources for thousands more people.

The Utility's current treatment process involves the removal of iron and manganese. There is no chlorination. The treatment works has limited physical capacity to include additional treatment options. Should the Utility's water supply become contaminated, the Utility would need to build an addition to the treatment works or a separate new treatment works. Depending upon the contamination that the Utility had to treat would drive the cost of plant expansion. Bottom line, there is no "cheap"

treatment plant expansion options. A treatment plant expansion would likely cost between five to ten million dollars and require additional staffing and increased treatment costs. Any such costs would be borne by the utility rate payers

The most cost effective approach is to prevent contamination of the aquifer that supplies the wells. A sound SWPP is the Utility means to implement best management practices to prevent the contamination of the Utility’s water supply.

The Utility requested quotes from three local engineering firms to assist the Utility to develop a SWPP. The Utility asked the firms to address the following issues when developing their cost proposals:

1. Recommend the public water system protection area.
2. Inventory potential sources of contamination.
3. Propose management tools and strategies to mitigate the potential for contamination.
4. Propose utility operation and maintenance strategies.
5. Propose strategies to mitigate external influences.
6. Propose contingency or an Emergency Response Plan (ERP) to identify alternative water
7. Sources.
8. Prioritize an implementation plan for the protection strategies.
9. The Source Water Protection Plan needs to be compliant with Alaska Department of Environmental Conservation criteria for an “ADEC Endorsed” drinking water protection plan.

The firms provided the following quotes:

PDC Engineers.....	\$28,765
Shannon and Wilson.....	\$51, 856
Stantec .....	\$72,529

The Utility has worked with each of these firms and they all have reputable qualifications. PDC was involved in the design of the new wells, well house and connecting water mains. Shannon and Wilson was involved in geotechnical and environmental work as part of the new wells’ construction. Stantec served as the Utility’s plan reviewer and inspector of the new wells’ design and construction. The Utility recommends PDC not solely based upon cost, but also based upon PDC’s involvement with engineering, design and construction of the wells 9 and their work with the subcontractors associated with the new well project.

The Water division has approximately \$781,565 in its reserves as of August 16, 2017.

City of North Pole, Alaska

Fiscal Note

Fiscal Year: 2017 Ordinance#: 17-19

Abbreviated Title: Source Water Protection Plan

Originator/ Sponsor Name Bill Butler Date: 8/14/2017

Does the Ordinance Have a multiyear fiscal impact? Yes  No

Does the Ordinance add positions beyond the Budget? Yes  No

If yes, how many position? \_\_\_\_\_ If yes, what type of Position? \_\_\_\_\_

F- Full Time, P- Part time, T- Temporary

Financial Detail

FUND	Account Description	Account Number	Debits	Credits
41	Allocation to Water Fund	51-10-9-999	\$28,765	
41	Professional Services	41-10-2-235		\$28,765

SUMMARY: (Briefly describe the proposed alterations to the budget and why they are needed)

To protect the Utility's drinking water from contamination, the Utility needs to develop a source water protection plan.

Prepared by: Bill Butler Date: 8/16/17

City Accountant Approval: [Signature] Date: 8/16/17

NOTE- Fiscal Notes are amendments to the budget, once approved

**CITY OF NORTH POLE  
ORDINANCE NO. 17-19**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO  
TRANSFER \$28,765 FROM THE WATER DIVISION RESERVES TO  
THE WATER DIVISION PROFESSIONAL SERVICES TO FUND A  
SOURCE WATER PROTECTION PLAN**

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

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

**WHEREAS**, the Utility operates two drinking water well whose water capture zone is under undeveloped land, and

**WHEREAS**, the Utility only treats raw water for iron and manganese that even at current levels in the raw water are not a health risk, and

**WHEREAS**, the cost to construct a new water treatment plant to treat future contaminates would cost millions of dollars and have to be borne by utility rate payers, and

**WHEREAS**, the most cost effective method to avoid the cost of treating contaminated water is to be proactive and prevent the contamination, and

**WHEREAS**, a well-developed source water protection plan is a means to help prevent future contamination of the aquifer that supplies water to the Utility's drinking water wells, and

**WHEREAS**, the Utility sought quotes from local firms with experience associated with engineering and design of drinking water sources, and

**WHEREAS**, PDC Engineers submitted the lowest cost responsive quote to assist the Utility with the development of a source water protection plan, and

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of North Pole that it approves the transfer of \$28,765 from the Water Division's reserves to the Water Division's Professional Services to fund PDC Engineers to develop a source water protection plan for the Utility.

**Section 1.** This ordinance is of a general nature and shall not be codified.

**Section.** Effective date.

This ordinance shall become effective immediately upon passage.



Sponsored by: Mayor Bryce J. Ward  
Introduced & Advanced: August 21, 2017  
Possible Adoption: September 5, 2017

46 **PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this  
47 5th day of September, 2017.

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Bryce J. Ward, Mayor

55 ATTEST:

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Judy L. Binkley  
North Pole City Clerk

<p>PASSED/FAILED Yes: No: Absent:</p>
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North Pole, Alaska  
99705  
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907-488-8584

City of North Pole  
Office of the Mayor

# Memo

To: North Pole City Council  
From: Mayor Ward  
cc:  
Date: August 28, 2017  
Re: General Penalty amendment to code

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Council,

Please consider the amendment to the General Penalty section of Code, This section will become the Fee Schedule for our violations and will need to be updated as we amend our code in order to enforce the City Code. This same section will need to be updated to the State of Alaska's Uniform Minor Offense Table (UMOT) in order for it to be enforceable through the state court system.

These changes have been reviewed by the attorney, State of Alaska Court Clerk and the Violations Committee.

Sincerely,

Mayor Bryce J. Ward

## Bryce Ward

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**From:** Helen Sharratt <hsharratt@akcourts.us>  
**Sent:** Monday, August 07, 2017 10:47 AM  
**To:** mayor; Nathan Vander Martin  
**Subject:** City of North Pole Ordinances

Good Morning Mayor Ward,

Thank you for your call today to inform the ACS that the City of North Pole wants to add offenses to the UMOT, and that you are in the midst of a project to review and update your code. As I explained, you will need to start off by listing all those offenses you want your officers to be able to cite. Nate will send you a spreadsheet for this purpose.

**Nate**, please send Mayor Bryce Ward the spreadsheet, and please add him and his email to the city official distribution list for the City of North Pole.

We discussed that you currently have two offenses in the UMOT but that the city may want those to be optional court appearances. We discussed that you will need to put them on a fine schedule if so. We talked about the requirements for a fine schedule.

I explained that the city can add all offenses throughout the code that you want to make optional court appearance offenses to a fine schedule and put the fine schedule in Title 1 with your general penalty ordinance and your surcharge ordinance. In the title itself where the offenses are defined you can state that the penalty for offenses in that title are found in Title 1.X.X. The penalty for a particular offense will either be listed on the fine schedule, or, if the city wants the defendant to have to see a judicial officer to determine the level of the fine, the offense will not be listed on the fine schedule. Any offense not on the fine schedule would automatically be subject to the general penalty, also located in Title 1 in an ordinance that provides that unless another penalty is provided, the penalty for violations of the code is a fine up to.....\$X. These offenses would be mandatory court appearance offenses.

I would be happy to review any draft changes you propose to your ordinances before they go to the city. I also recommend that you run your proposals by your contract city attorney.

**Below please find the language we discussed this a.m. that you could use in Title 1 to create a general penalty, a surcharge ordinance and a fine schedule:**

### **1.X.X General Penalty**

Unless an ordinance specifically provides otherwise, any person violating any of the provisions of this code or failing to comply with any of the mandatory requirements of this code is guilty of a minor offense and shall be punished by a fine not to exceed \$ X.

### **1.X.X Surcharge**

In addition to any penalty prescribed by law, a defendant convicted of violating a city ordinance shall pay the surcharge required under AS 12.55.039 and 29.25.074. All such surcharges collected shall be remitted to the State of Alaska as required by AS 29.25.074.

### **1.X.X Minor Offense Fine Schedule**

In accordance with AS 29.25.070(a), citations for the following offenses may be disposed of as provided in AS 12.25.195-.230, without a court appearance, upon payment of the fine amounts listed below plus the state surcharge required by AS 12.55.039 and AS 29.25.074. Fines must be paid to the court. The Rules of Minor Offense Procedure in the Alaska

Rules of Court apply to all offenses listed below. Citations charging these offenses must meet the requirements of Minor Offense Rule 3. If a person charged with one of these offenses appears in court and is found guilty, the penalty imposed for the offense may not exceed the fine amount for that offense listed below. If an offense is not listed on this fine schedule or another fine schedule, the defendant must appear in court to answer to the charges.

**(Offenses described are by way of example only)**

<b>Section</b>	<b>Offense Description</b>	<b>Fine Amount</b>
Title, Chapter, Section Number	Dog at large	\$
Title, Chapter, Section Number	Littering	\$
Title, Chapter, Section Number	Camping	\$
Title, Chapter, Section Number	Curfew	\$
Title, Chapter, Section Number	Public Intoxication	\$
Title, Chapter, Section Number	Tobacco use by minor	\$
Title, Chapter, Section Number	Marijuana use in public place	\$

If you have local traffic offenses (that are particular to the city and are not covered by state law - which you have adopted, you can add these to the same fine schedule. If you choose to add any local traffic offenses, you will also need to add the following language to the minor offense fine schedule language provided above the table:

The fine amounts listed are doubled for motor vehicle or traffic offenses committed in a highway work zone or traffic safety corridor, as those terms are defined in AS 28.90.990 and 13 AAC 40.010(b).

An offense listed in this schedule may not be disposed of without court appearance if the offense is in connection with a motor vehicle accident that results in the death of a person.

Helen.

**Helen Sharratt**  
**Integrated Justice Coordinator**  
**Alaska Court System**  
[hsharratt@akcourts.us](mailto:hsharratt@akcourts.us)  
**(907) 264 0853**

## Bryce Ward

---

**From:** Rene Broker <reneb@alaskalaw.com>  
**Sent:** Monday, August 14, 2017 9:07 AM  
**To:** Bryce Ward  
**Cc:** Judy Binkley  
**Subject:** RE: Violations update

Excellent. It looks good. You may want to consider, rather than citing to specific statutes, to instead just say something along the lines of “as required by state law or as set forth in state law.” There are a lot of benefits to citing specific law as it allows readers to easily identify the source and underlying basis and provides a roadmap so people know where to go to familiarize themselves with the state law--but on the other hand state law gets rewritten occasionally and it’s been my experience that municipalities can forget to update their codes with the correct citations.

---

**From:** Bryce Ward [<mailto:Bryce.Ward@northpolealaska.org>]  
**Sent:** Friday, August 11, 2017 12:24 PM  
**To:** Rene Broker <[reneb@alaskalaw.com](mailto:reneb@alaskalaw.com)>  
**Cc:** Judy Binkley <[Judy.Binkley@northpolealaska.org](mailto:Judy.Binkley@northpolealaska.org)>  
**Subject:** Violations update

Renee,

We have been working with Ms. Sharrat with the courts on updating our code to be able to enforce it. Per her recommendation I am recommending changes to our general penalty section of code as follows. I plan on updating our chapters one at a time and amending the schedule as needed, at this point we really have nothing we can put into it until the other sections of code are modified. This would be forwarded to the violations committee before it hits the council so we have time to amend.

Bryce J. Ward  
Mayor  
City of North Pole, Alaska  
Office 907-488-8584  
Cell 907-888-4444  
[www.Northpolealaska.com](http://www.Northpolealaska.com)

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**CITY OF NORTH POLE**

**ORDINANCE 17-20**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND  
TITLE 1, BY UPDATING GENERAL PENALTIES AND INCLUDING A  
SURCHARGE SECTION AND CODE VIOLATION SCHEDULE**

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

**WHEREAS**, the City of North Pole desires to establish a clear and concise schedule for code violations; and

**WHEREAS**, the City code list many violations but has not established a schedule for violations when such violation does occur; and

**WHEREAS**, if the code is to be enforced then it is prudent to have a mechanism to do so; and

**WHEREAS**, it is the City's desire to provide for violations that offer the offender the opportunity to simply pay a fine without appearing before a judge; and

**WHEREAS**, the City reserves the right to charge someone with an offense greater than a violation if necessary; and

**WHEREAS**, State law governing municipal violations and charges have changed since the City originally adopted this section of code; and,

**WHEREAS**, the Violation Schedule shall be applied uniformly to the entire code and gives direction to officers on how to enforce the code; and,

**WHEREAS**, Alaska Statue 11.81.250 (a)6 breaks offenses into categories and list violations as follows, "violations, which characteristically involve conduct inappropriate to an orderly society but which do not denote criminality in their commission."

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

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

**Section 2.** Title 1 General Provisions, Chapter 1.20 General Penalty is amended as follows by inserting the text italicized, underlined and in red:

**1.20.010 General penalty – ~~Continuing violations.~~**

~~It is unlawful for any person to violate or fail to comply with any of the provisions of this code, and where no specific penalty is provided therefor, the violation of any provision of this code shall constitute a misdemeanor and shall be punished by a fine not exceeding \$300 (three~~

35 ~~hundred dollars). If the violation of the North Pole Municipal Code would constitute a felony~~  
 36 ~~under State law, it shall be a felony violation by municipal code. All fines and costs imposed and~~  
 37 ~~collected for violation of this code or other municipal ordinances shall belong to the City and be~~  
 38 ~~paid over to its Treasury. Each day any violation of any provision of this code continues shall~~  
 39 ~~constitute a separate offense.~~

40 **1.20.010 General Penalty**

41 *Unless an ordinance specifically provides otherwise, any person violating any of the provisions*  
 42 *of this code or failing to comply with any of the mandatory requirements of this code is guilty of*  
 43 *a minor offense and shall be punished by a fine not to exceed \$500 (five hundred dollars).*  
 44

45 **1.20.20 Surcharge**

46 *In addition to any penalty prescribed by law, a defendant convicted of violating a city ordinance shall pay*  
 47 *the surcharge required under AS 12.55.039 and 29.25.074. All such surcharges collected shall be*  
 48 *remitted to the State of Alaska as required by AS 29.25.074.*  
 49

50  
 51 **1.20.30 Minor Offense Fine Schedule**

52 *In accordance with AS 29.25.070(a), citations for the following offenses may be disposed of as*  
 53 *provided in AS 12.25.195-.230, without a court appearance, upon payment of the fine amounts*  
 54 *listed below plus the state surcharge required by AS 12.55.039 and AS 29.25.074. Fines must be*  
 55 *paid to the court. The Rules of Minor Offense Procedure in the Alaska Rules of Court apply to*  
 56 *all offenses listed below. Citations charging these offenses must meet the requirements of Minor*  
 57 *Offense Rule 3. If a person charged with one of these offenses appears in court and is found*  
 58 *guilty, the penalty imposed for the offense may not exceed the fine amount for that offense listed*  
 59 *below. If an offense is not listed on this fine schedule or another fine schedule, the defendant*  
 60 *must appear in court to answer to the charges.*  
 61

<b>Section</b>	<b>Offense Description</b>	<b>Fine Amount</b>
<i>Title, Chapter, Section Number</i>		\$
<i>Title, Chapter, Section Number</i>		\$
<i>Title, Chapter, Section Number</i>		\$
<i>Title, Chapter, Section Number</i>		\$
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**Section 3.** Effective date.

This ordinance shall become effective immediately upon passage.

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 18<sup>th</sup> day of September, 2017.

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

ATTEST:

\_\_\_\_\_  
Judy Binkley, North Pole City Clerk

PASSED/FAILED Yes: No: Absent:
---



125 Snowman Ln  
North Pole, Alaska  
99705  
907-888-4444  
907-488-8584

City of North Pole  
Office of the Mayor

# Memo

To: North Pole City Council  
From: Mayor Ward  
cc:  
Date: August 30, 2017  
Re: Military Facility Zone Designation

---

Council,

Please consider a resolution that would give the mayor the authority to apply for the Military Facility Zone (MFZ) designation with the State of Alaska. Although there is still much unknown about what exactly the private sector will be able to do with this type of economic designation it is my hope that the City can help steer the conversation and create an environment where development can be encouraged.

Currently no one in the State has applied and been granted the MFZ designation and much of the paperwork involved has yet to be promulgated. The City is in the position to not only be the first MFZ designated location in the state but also help shape policy and regulations as they are written in regards to the MFZ.

Since the application process has yet to be completed it was my thought that giving the Mayor the authority to apply with the support of the council was the best way forward to show the state and our local partners (Fairbanks North Star Borough) that we are serious in applying and becoming the first MFZ in the state.

Sincerely,

Mayor Bryce J. Ward

**CITY OF NORTH POLE**

**RESOLUTION 17-16**

**A RESOLUTION OF THE CITY OF NORTH POLE, ALASKA TO FULLY  
AUTHORIZE THE MAYOR TO INDIVIDUALLY OR JOINTLY APPLY WITH  
THE FAIRBANKS NORTH STAR BOROUGH FOR THE STATE OF ALASKA'S  
MILITARY FACILITY ZONE FOR NORTH POLE CITY LIMITS**

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**WHEREAS**, the Alaska State Legislature approved law that allows the Adjutant General to designate military facility zones (MFZ); and

**WHEREAS**, the Adjutant General may designate an area as a MFZ only if the area; is in close proximity to the military facility, directly supports the military application of the facility, is zoned for economic development, residential use, and workforce training or education beneficial to the facility and is in an area with inadequate infrastructure to support the continued or expanded operations of the facility; and

**WHEREAS**, the City of North Pole meets many if not all of these qualifications; and

**WHEREAS**, the City of North Pole desires to meet the need created by the expanded mission at Eielson AFB through the addition of the F-35 squadrons; and

**WHEREAS**, designation as a MFZ is compatible with the recently completed North Pole Strategic Plan and the Fairbanks North Star Borough's (FNSB) Regional Comprehensive Plan; and

**WHEREAS**, the FNSB is engaging in a Growth Management Plan (GMP) to better asses the gaps in services present in the North Pole area and within the FNSB to include the City of North Pole; and

**WHEREAS**, MFZ designation allows projects located within the MFZ to apply for financing from the Alaska Industrial Development Export Authority (AIDEA) or the Alaska Housing Finance Corporation (AHFC); and,

**WHEREAS**, projects may be eligible for other federal, state or local public funding credits or guarantee programs; and,

**WHEREAS**, the North Pole community has always been supportive of the military and its missions and in that spirit desires to be the first community in the state to apply for the MFZ designation by authorizing the Mayor to apply on behalf of the city of jointly with the FNSB mayor.

**NOW THEREFORE BE IT RESOLVED** by the North Pole City Council that the Mayor shall be fully authorized to apply to the State of Alaska for Military Facility Zone designation for all North Pole City Limits.

38 **PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this  
39 5<sup>th</sup> day of September, 2017.

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Bryce J. Ward, Mayor

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ATTEST:

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Judy L. Binkley, North Pole City Clerk

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PASSED/FAILED Yes: 0 No: 0 Absent: 0
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125 Snowman Ln  
North Pole, Alaska  
99705  
907-888-4444  
907-488-8584

City of North Pole  
Office of the Mayor

# Memo

To: North Pole City Council  
From: Mayor Ward  
cc:  
Date: August 30, 2017  
Re: Property Tax amendment to code

---

Council,

Please consider the amendment to the Property Tax section of Code, This section will be amended to no longer reflect the exemptions allowed under borough code for the City portion of property tax collected. If optional exemptions were to approved by the City council they would need to be written into this sections of code.

The proposal is to only allow required state of Alaska exemptions which include the senior citizen and disabled veteran exemptions, Home owner exemptions and other optional exemptions would no longer be allowed in 2018.

Sincerely,

Mayor Bryce J. Ward

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**CITY OF NORTH POLE**

**ORDINANCE 17-21**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND  
TITLE 4, REVENUE AND FINANCE CHAPTER 12 PROPERTY TAX BY  
REMOVING ALL NON-MANDATORY PROPERTY TAX EXEMPTIONS**

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

**WHEREAS**, State of Alaska Law 29.45.030 list all required property tax exemptions; and

**WHEREAS**, the City previously accepted all borough regulated exemptions carte blanche; and,

**WHEREAS**, it may not be in the best interest of the City of North Pole to accept property tax exemptions by default of the Fairbanks North Star Borough Code; and,

**WHEREAS**, residents are receiving a 2 mill reduction in City Property tax as approved in the 2017 City Budget; and,

**WHEREAS**, the proposed changes to city code would only exempt from City of North Pole property tax the State of Alaska required real property exemptions.

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

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

**Section 2.** Title 4 Revenue and Finance, Chapter 12 Property Tax is amended in the North Pole Code of Ordinances as by inserting the text italicized, underlined:

***Chapter 4.12***  
***PROPERTY TAX***

**4.12.010 Property tax – Annual levy.**

The Council may annually levy a general property tax for municipal purposes upon all real and personal property within the City. All real property within the City ~~not expressly exempted by Borough ordinance~~ shall be subject to annual property taxation except for that real property expressly exempted under Alaska Statute 29.45.030. Required exemptions. The tax shall be used for municipal purposes and for such as are or may be authorized.

**4.12.020 Tax levy and collection.**

A. The City Council shall annually determine the rate of levy by ordinance ~~and shall include 0.15 mills for the vehicle fleet fund established in Chapter 4.25 NPMC adopted on or before the~~

34 ~~first Monday in December.~~ The City Council shall present to the Borough finance department a  
35 statement of the City's rate of levy.

36 B. The real property tax levied by the City ~~and subject to the same exemptions as provided by~~  
37 ~~real property tax ordinances of the Borough,~~ and shall be enforced and collected by the Borough  
38 in the same manner, and at the same time, and under the same procedures as provided by  
39 Borough ordinance, resolution and regulation for collection of real property taxes levied by the  
40 Borough.

41 C. The penalties, interest and costs provided by the Borough ordinances for failure to file real  
42 property tax returns or pay real property taxes levied by the Borough are adopted by reference as  
43 the penalties, interest and cost for failure to file real property tax returns or pay property taxes  
44 levied by the City.

45  
46 **Section 3.** Effective date.

47 This ordinance shall become effective upon passage.

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49 **PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this  
50 18<sup>th</sup> day of September, 2017.

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

58 ATTEST:

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Judy L. Binkley, North Pole City Clerk

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PASSED/FAILED Yes: 0 No: 0 Absent: 0
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**CITY OF NORTH POLE  
ORDINANCE NO. 17-22**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO  
AMEND 2017 OPERATING BUDGET AND OTHER FUNDS**

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

**WHEREAS**, the City of North Pole budget should be amended to conform to the requirements of the City; and,

**WHEREAS**, adjustment in the budget are necessary to remain compliant with council approved authorizations and budget management rules, and

**WHEREAS**, fiscal notes are the method prescribed by the code to amend a budget; and,

**WHEREAS**, fiscal notes have been reviewed by the Accountant and Mayor for accuracy and will be recorded as amendments to the budget upon approval,

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of North Pole that it approves changes as listed in the fiscal note to be attached to this ordinance for the purpose managing the City budget.

**Section 1.** This ordinance is of a general nature and shall not be codified.

**Section.** Effective date.

This ordinance shall become effective immediately upon passage.

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 18<sup>th</sup> day of September, 2017.

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

ATTEST:

\_\_\_\_\_  
Judy L. Binkley, North Pole City Clerk

PASSED/FAILED Yes: 0 No: 0 Absent: 0
---

City of North Pole, Alaska

Fiscal Note

Fiscal Year: 2017 Ordinance#: 17-22

Abbreviated Title: Amend Police Dept Budget

Originator/ Sponsor Name Chief Dutra Date: Aug 25, 2017

Does the Ordinance Have a multiyear fiscal impact? Yes [ ] No [x]

Does the Ordinance add positions beyond the Budget? Yes [ ] No [x]

If yes, how many position? If yes, what type of Position?

F- Full Time, P- Part time, T- Temporary

Financial Detail

Table with 5 columns: FUND, Account Description, Account Number, Debits, Credits. It contains two rows of budget items and a total row.

SUMMARY: (Briefly describe the proposed alterations to the budget and why they are needed)

Amending 2017 Police Department Budget

Prepared by: Tricia Fogarty Date: Aug 25, 2017

City Accountant Approval: Tricia Fogarty Date: Aug 25, 2017

NOTE- Fiscal Notes are amendments to the budget, once approved



City of North Pole, Alaska

Fiscal Note

Fiscal Year: 2017 Ordinance#: 17-22

Abbreviated Title: Amend Police Dept Budget

Originator/ Sponsor Name Chief Dutra Date: Aug 25, 2017

Does the Ordinance Have a multiyear fiscal impact? Yes [ ] No [x]

Does the Ordinance add positions beyond the Budget? Yes [ ] No [x]

If yes, how many position? If yes, what type of Position?

F- Full Time, P- Part time, T- Temporary

Financial Detail

Table with 5 columns: FUND, Account Description, Account Number, Debits, Credits. Rows include State Forfeit- 13 State Forfeiture Expenses, State Forfeiture Revenue, and a Total row.

SUMMARY: (Briefly describe the proposed alterations to the budget and why they are needed)

Amending 2017 State Forfeiture Fund to reflect unexpected revenues.

Prepared by: Tricia Fogarty Date: Aug 25, 2017

City Accountant Approval: Tricia Fogarty Date: Aug 25, 2017

NOTE- Fiscal Notes are amendments to the budget, once approved

City of North Pole, Alaska

Fiscal Note

Fiscal Year: 2017 Ordinance#: 17-22

Abbreviated Title: Budget Amendment

Originator/ Sponsor Name Mayor Ward Date: Aug 28, 2017

Does the Ordinance Have a multiyear fiscal impact? Yes [ ] No [x]

Does the Ordinance add positions beyond the Budget? Yes [ ] No [x]

If yes, how many position? If yes, what type of Position?

F- Full Time, P- Part time, T- Temporary

Financial Detail

Table with 5 columns: FUND, Account Description, Account Number, Debits, Credits. Rows include Gen - 01 Purchased Services /PD - Dispatch Contract, Gen - 01 Purchased Services/ FD - Dispatch Contract, Gen - 01 Other/Admin - Miscellaneous Expenses, Gen - 01 Other/ Clerk - Miscellaneous Expenses, Gen - 01 Intergov Revenue / State Revenue Sharing, Gen - 01 Tax Revenue / State Shared Taxes, Gen - 01 Fees & Services / Ambulance Services (EMS), Gen - 01 Other Revenue / Transfer in Fund balance, and a Total row.

SUMMARY: (Briefly describe the proposed alterations to the budget and why they are needed)

Amending 2017 budget to reflect unexpected revenues.

Prepared by: Tricia Fogarty Date: Aug 28, 2017

City Accountant Approval: Tricia Fogarty Date: Aug 28, 2017

NOTE- Fiscal Notes are amendments to the budget, once approved

City of North Pole, Alaska

Fiscal Note

Fiscal Year: 2017 Ordinance#: 17-22

Abbreviated Title: Amend Fire Dept Budget

Originator/ Sponsor Name Chief Coon Date: Aug 28, 2017

Does the Ordinance Have a multiyear fiscal impact? Yes [ ] No [x]

Does the Ordinance add positions beyond the Budget? Yes [ ] No [x]

If yes, how many position? If yes, what type of Position?

F- Full Time, P- Part time, T- Temporary

Financial Detail

Table with 5 columns: FUND, Account Description, Account Number, Debits, Credits. Rows include Infrastructure Outlay / Building Maintenance and Salaries & Benefits / Wages Full Time.

SUMMARY: (Briefly describe the proposed alterations to the budget and why they are needed)

Amending 2017 budget to increase fire department building maintenance by 3,000.00 and decreasing full time wages.

Prepared by: Tricia Fogarty Date: Aug 25, 2017

City Accountant Approval: Tricia Fogarty Date: Aug 25, 2017

NOTE- Fiscal Notes are amendments to the budget, once approved