



CITY OF NORTH POLE *Alaska*

WORK SESSION: STRATEGIC PLAN FINAL DOCUMENT

5:00 P.M. – 6:30 P.M.

REGULAR CITY COUNCIL MEETING

Monday, March 20, 2017

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

Kathy Weber, MMC
488-8583

COUNCIL MEMBERS

Kevin McCarthy- Alt Dep Mayor Pro Tem	590-0800
Avery Thompson	388-5351
David Skippis	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**
 - **Proclamations**
Student of the Month – McKinley Putnam, NPHS
7. **Council Member Questions of the Mayor**
8. **Communications from Department Heads, Borough Representative and the City Clerk**

9. Ongoing Projects Report

10. Citizens Comments (Limited to Five (5) minutes per Citizen)

11. Old Business

- None

12. New Business

- a. Annual Review and Appointment of Committee Memberships
- b. Ordinance 17-07, An Ordinance of the City of North Pole, Alaska to amend Title 4, Revenue and Finance, Chapter 08, Sales Tax, 4.08.020
- c. Resolution 17-04, A Resolution of the City of North Pole supporting fair housing in support of the City's Community Development Block grant #16-CDBG-03 for the Santa's Senior Center Remodel Project
- d. Resolution 17-05, A Resolution of the City of North Pole supporting the 2017 Fairbanks Metropolitan Area Transportation System Sidewalk Improvement Program for the construction of pedestrian paths on NPHS Blvd, Patriot Drive and Snowman Lane.
- e. Resolution 17-06, A Resolution authorizing the Utility Department to commit to contribute up to \$350,000 of water division reserves to add 250,000 gallons of reservoir capacity as part of the sulfolane settlement water system extension project

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, March 6, 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, March 6, 2017 to order at 7:00 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. Skipps

Mayor Ward – Borough Rep

Absent/Excused

Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Mayor Pro Tem McGhee

APPROVAL OF AGENDA

Mr. McGhee moved to approve the agenda of March 6, 2017

Seconded by Mr. McCarthy

DISCUSSION

None

Mr. McGhee moved to consent the following items under New Business

- a. Request from Otis Elevator Company to change sales tax filing from monthly to annually.
- c. Approval of the 2017 cooperative agreement between the U.S. Army Corps of Engineers and the City of North Pole, Alaska for the provision of law enforcement services

d. Resolution 17-03, A Resolution for incentive program to assist new water system customers who connect to the water system extension being constructed in response to sulfolane groundwater contamination funded by Flint Hills Resources and administered by the North Pole Utility

Seconded by Mr. Claus

On the amendment

Discussion

None

PASSED

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

No: 0

Absent: 1– Isaacson

On the Agenda as amended

Discussion

None

PASSED

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

No: 0

Absent: 1– Isaacson

APPROVAL OF MINUTES

Mr. McGhee moved to approve the Minutes of February 21, 2017

Seconded by Mr. McCarthy

Discussion

None

PASSED

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

No: 0

Absent: 1– Isaacson

COMMUNICATIONS FROM THE MAYOR

The Alaska DEC has concluded the saturation study of the North Pole area to determine if the North Star Fire Station Air Quality Monitor on Hurst is representative of the area. The DEC expects the results to come out sometime in the fall of 2017. For more information please contact Barbara Trost with DEC at Barbara.trost@alaska.gov

I will begin working on establishing a schedule of violations for the City code and would like to form either a committee or workgroup of the council to develop the framework. Up to three council member (including myself) would be able to work together if there is insufficient interest in forming a committee. Please let me know if you are interested.

FEDC and Eielson AFB are working to put together a housing summit on March 9th, from 2:30 pm to 4:30 pm at the Pipeline Training Center in Fairbanks that will go over the estimated need and demand for housing units and the approximate area those houses would need to be built in order to serve the incoming units at Eielson AFB. There are also tentative plans to have a session at the IABA Home Show at the end of March and a follow up meeting in April. These meetings would be targeted toward realtors, contractors, developers and entrepreneurs looking at this opportunity.

I traveled to Juneau on February 21st with Councilman Isaacson for the Juneau AML and the City was well received by legislators. Our legislative packets were passed out to legislators and staff as well as our trifold. The information is also available on the website for download. The major concern in Juneau is the State of Alaska Budget.

February 25th the City, State and Flint Hills Resources had an open house meeting at the North Pole Mall in regards to the settlement agreement and the expansion of the City's water system. Bill Butler, Zane Wilson and the Mayor were present to answer questions and explain what this means for property owners.

I was privileged to participate in scoring science fair projects with Chief Dutra at Badger Road Elementary last week, there were lots of great projects and we look forward to seeing who goes to district.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Dept., Chief Dutra

- Fisher Intermediate Certificate

- NPPD involved in NPMS McHenry Ball tournament
- JEROMEY retirement. Sad to see him go.
- Places our patrol staff at 23% down. We are in major shortage for summer.
- Tibbets is in academy and doing well. We have factored a possible \$10,000 cost to overtime budget we will be forwarding an adjustment for these costs once we get an accurate account.
- City clerk and I are working on a fix to the costs associated with recruit hiring and OT academy costs.
- We will be hitting a serious shortage in personnel this summer. We are one injury or vacation away from pulling our Detective and Lieutenant from normal duties to cover shift coverage. The lack of experience in the hiring pool causes serious delays in hiring.
- Stats – Nothing extraordinary to report. Stats are down. So far quiet.
- I meet with Long Building Technologies to move the City Access Control Project along.
- Document have been signed by all parties. Engineering and planning will start.
- HB54 – SB91 Fix Particular interest. I do like the changes but they do not go far enough.
- HB112- Seems over the top
- Memorial Park –
 - Working with Weber Inc to get flagpole in by May 1.
 - Corvette is heading to Lithia on the 15th.
 - Forbes Storage – Buzz Otis has offered up a stall to store the Corvette.
 - Ticket Sales are moving.
 - May 1st ceremony is moving forward. We have QR codes figured out and are starting to craft the memorial park website links.

Fire Dept., Chief Coon

- None

Director of City Services, Bill Butler

Building Department

- No new projects have submitted permit applications to the Building Department.
- “Early” start of the project on 5th Avenue resulted from a miscommunication between consultant, builder and City.

Public Works

- Snowplow contractor, Black Hawk Works, has generated the fewest resident complaints since I have been with City.
- DOT has required the City to submit a beautification permit for the welcome signs on Santa Claus Lane/Badger Road.
 - Submitted today.

Utility Department

- Lawsuit settlement agreement
 - Community meeting held on February 25 at the North Pole Plaza Mall was overall a positive event.
 - There is a resolution before Council to provide “bridge” funding for new utility customers that will be part of the water system extension funded by Flint Hills:
 1. *On January 1, 2018 FHRA will provide an initial deposit of \$400,000 for the City to draw against as new customers on the water line extension (hereinafter extension) open a water account with the City.*
 2. *Each new extension customer will receive a \$2000.00 credit, to be drawn on by the City as water charges are incurred by the customer, and a 75\$ security deposit drawn from the initial FHRA deposit. The credit is in favor of the served property and is nontransferable. The deposit will be renewed as needed to stay 30 days ahead of new extension customer accounts. The maximum deposit from FHRA over time would be \$1,361,200.00 (656 x 2002=\$1,312,000.00 + \$49,200 for security deposits).*
 3. *The City would waive FRR and base charges through 2022.*
- Utility is working to schedule a meeting with DEC and Alaska Rural Water Association representatives about development of a Source Water Protection Plan for the Utility’s wells.
 - Purpose is to ensure City’s water supply is protect.
 - ARWA helped the Utility to develop its last Source Water Protection Plan.

Natural Gas Utility Board

- Nothing new to report on IGU—negotiations still pending with gas supplier.

Finance, Tricia Fogarty

- None

Borough Representative

- Mayor Ward had nothing to report from the Borough as he was out of town for the last meeting.

City Clerk’s Office, Kathy Weber

- Interior Clerks Luncheon tomorrow. Clerks meet quarterly to discuss things that are going on in our community, elections, and anything that we can help each other with. It’s a great way to keep good relations with the borough and City of Fairbanks.
- Chad Heineken, Deputy Fire Chief, was this month’s employee spotlight. He is very qualified for the position and a great asset to the City.

- Make a Wish Foundation hosted a young man and his family from Georgia. Justin Reigal had a wish to come to Alaska and to see North Pole. We welcomed his family and showered them with North Pole hospitality.
- March 9th, I will be at the library from 2 – 4 pm to score scholarship recipients from North Pole High School.
- Spring Break is March 11 – March 19.
- March 12 is Daylight Saving. Spring forward one hour.
- General Liability audit on the 17th.
- Explore Fairbanks has a great destination video that everyone should see. Send it to all your family and friends. They have done an awesome job. Go to YouTube and search Explore Fairbanks Destination video.
- Remember to file your APOC for by March 15th. File online and be sure
- Next meeting is March 20th. There is also a Work Session: Strategic Planning Final Document and will start at 5:00 p.m.

ONGOING PROJECTS

- None

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

- None

NEW BUSINESS

REQUEST BY SOMMERS & ASSOCIATES TO APPEAL THE JANUARY BILLING FROM NORTH POLE UTILITIES IN THE AMOUNT OF \$6,047.36 FOR 831 MINUTEMAN LOOP

Bill Butler explains the position of the City and how the meter works. He states that the water did go through the meters. He states that they offered to forgive the sewer charge as some small water loss may have been from an outside spigot. He also stated that they could replace the meter and test it but if it was found to be in good working order that they would be responsible for also paying for the newly installed meter.

Mr. McCarthy asked if they were given one of the digital remote meters.

Mr. Butler stated that he is not sure as those meters were given out 5 years ago and the tenant is new to the property.

Mayor Ward asked: if in the City's experience, what has the Utility Dept. seen in similar water

loss causes.

Mr. Butler stated that it's not unheard of to have a leaky toilet or if a flap does not close properly. There could be a boiler issue too. It's hard to get into that two weeks after this particular situation occurred. The City can't forensically go in there and tell what has happened. The tenant did say that they were out of town while this happened.

Mayor Ward asked if it was possible that all that water just went down the drain.

Mr. Butler stated yes and that this is not the largest occurrence of water loss that's gone down the drain.

Mayor Ward asked if that was the reasoning for the hose bib.

Mr. Butler stated that this was the only place that the Utility Dept. could see some water that did not go down the sewer.

Mr. McCarthy asked what kind of heating system they have.

Mr. Butler stated that it's not their role forensically to figure all that out. The Utility Dept. looks for water and possible water leaks.

Mr. McGhee asked if the tenants were on vacation and asked if he had any specific dates.

Mr. Butler said he would have to check with Jaime about exact dates.

Mr. McGhee stated that it's very curious how the water was turned on and turned off and that there was no delay, just instant on and instant off.

Mr. Butler stated yes, this was something that went on and then went off eighteen days later.

Mr. McGhee asked if this is a rental being managed by Somers & Associates and did both the tenant and Somers decline to have the meter replaced to verify if it's the meter.

Mr. Butler stated that he made the offer in an email to the property manager and gave her the process if she wanted to appeal the bill. Mr. Butler stated that the property manager was advising the tenant not to pay the bill.

Jeremy Laughlin, of Somers & Associates, stated that on December 1, 2016 the metered started going at 413 gallons and it stayed that way until December 18, 2016. The tenant didn't report any noises or water flow and as he understands it. The tenant was gone for a portion of that time and was out of town. The tenant is a single occupant, 3 bedrooms, 2 bathrooms, radiant floor heat & boiler. He stated that they had a contractor perform an inspection and that they could not determine

the problem.

Mr. Thompson asked how long the tenant had been at this particular property and when was the tenant was out of town.

Mr. Laughlin stated that the tenant moved into the house on October 27, 2016 and he does not know exact dates when she was out of town.

Mr. McCarthy asked if they had a professional look at the boiler.

Mr. Laughlin stated that RT Interiors go out and inspect the property.

Mr. McGhee asked Mr. Laughlin that with this kind of a bill, why have they not opted to have the meter replaced and tested.

Mr. Laughlin stated that from his understanding, because of the magnitude of the bill, that it was best to dispute it with the facts they have right now.

Mr. McGhee asked if he understood that the reasonable doubt is on them, not the City. As far as the City is concerned it went through the meter and through the sewer. That is cut and dry.

Mr. Thompson asked about fixtures in the home.

Mayor Ward asked about what type of toilets are in the home and asked if Somers & Associates is disputing the water went through the meter.

Mr. Laughlin stated that they are in a sense disputing that the water went through the meter and they are stumped as to where the water went and that the tenant didn't report any noises of pumps kicking in. He also stated that the tenant was first alerted by the large bill she received.

Mayor Ward asked if he understand that there were three separate tests on the meter itself which included the standard monthly read, the daily hourly read and also compared those numbers with the digital dial that's on the meter and all of those were correct. It's the City's assumption that the water went through the meter and after that point it is just a guess as to where it went. If it went out on the ground which was the assumption of the utility staffers at the beginning then the sewer fee can be waived but otherwise the assumption is that it did go down the sewer.

Mr. Laughlin stated that he was aware of that.

Mr. Thompson asked if there were ever any problems with the tenant.

Mr. Laughlin stated there were no problems.

Public Comment

None

Mr. McGhee *moved to* **approve the relief of utility bill.**

Seconded by Mr. McCarthy

Discussion

Mr. McGhee said he had a concern that the meter needed to be tested and that the water went through the meter. No specific date as to when tenant left and returned. Without other proof, there is no other option but to disapprove the appeal.

Mr. McCarthy was on the same wave length as Mr. McGhee and stated that they need proof to wave this.

Mr. Thompson said he was stuck between two decisions. He didn't understand where the water went and the usage was outrageous and we needed to test the meter.

Mayor Ward said the water went through the meter and they tried to make a call on the judgment of the sewer. He doesn't know if there is something wrong with the meter. The fault is in favor of the user and not the City. There is a case of 400 gallons an hour and as Mr. Butler said it is unusual and it could be a leaky toilet. Being a contractor and on some toilets, it can be a real mess. The council could make a call and we could wave the sewer but not the water.

Mr. McGhee said that after reviewing the water and the meter there are utilities in the house that could have a quick flow of water. The way the meter was monitoring those, he does not think the monitor is at fault either.

Mr. McCarthy moved to postpone the meeting of March 20th.

Seconded by Mr. Thompson

Discussion

Mr. McGhee saw no reason to carry it forward.

Mayor Ward said that it was not whether the customer was there but that water went through it.

Mr. McCarthy moved to withdraw his motion and move forward.

Mr. Thompson withdrew his second.

Mayor Ward asked if the Council was going to amend to forgive the sewer fees as was the initial

assessment by the Utility staff.

Mr. McGhee said no.

FAILED

Yes: 1–Thompson

No: 5 - McGhee, Claus, McCarthy, Ward, Skipps

RESOLUTION 17-03, A RESOLUTION FOR INCENTIVE PROGRAM TO ASSIST NEW WATER SYSTEM CUSTOMERS WHO CONNECT TO THE WATER SYSTEM EXTENSION BEING CONSTRUCTED IN RESPONSE TO SULFOLANE GROUNDWATER CONTAMINATION FUNDED BY FLINT HILLS RESOURCES AND ADMINISTERED BY THE NORTH POLE UTILITY

Mr. Butler gave a brief update to the resolution and explained how it would work.

Public Comment

None

Mr. McGhee *moved to* Introduce and Approve Resolution 17-03, A Resolution For Incentive Program To Assist New Water System Customers Who Connect To The Water System Extension Being Constructed In Response To Sulfolane Groundwater Contamination Funded By Flint Hills Resources And Administered By The North Pole Utility

Seconded *by* Mr. Thompson

Discussion

None

PASSED

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

No: 0

COUNCIL COMMENTS

Mr. Claus –Goodnight

Mr. Skipps – No comment

Mr. McGhee – appreciates the basket from the City and appreciates that everything else went well. He is amazed at the mad rush from North Pole to Fairbanks and vice versa. Especially be the military. It is alarming with lack

Mr. McCarthy – Eielson 500, between 6 – 7 am.

Mr. Thompson – No comment

Mayor Ward – No comment

Mr. McGhee *moved to adjourn the meeting at*

Seconded by Mr. Thompson

The regular meeting of Monday, March 6, 2017 adjourned at 8:07 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, March 20, 2017.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

Office of the Mayor
City of North Pole

Proclamation

WHEREAS, McKinley Putnam is a senior at North Pole High School and is the daughter of Jeffrey & Sunni Putnam of North Pole; and

WHEREAS, McKinley is an excellent student who maintains her outstanding grade point average while participating in sports and various volunteer functions; and

WHEREAS, McKinley plays volleyball, is part of the Ignition mentoring program, and is on Student Council; and

WHEREAS, McKinley volunteers her time by coaching the North Pole Middle School volleyball team and is active in her church in their youth group; and

WHEREAS, McKinley received the American Legion award, and was the North Pole High School Alaska Studies Student of the Year and Office Aid Student of the Month; and

WHEREAS, Ashlyn is hardworking, diligent, and a kind young woman. She is a well-rounded student and citizen who is determined to achieve her goals in life; and


WHEREAS, the City of North Pole desires to recognize the outstanding students in the community;

NOW, THEREFORE I, Bryce J. Ward, Mayor of the City of North Pole, do hereby proclaim McKinley Putnam:


The North Pole City Council

"Student of the Month"

For the Month of March 2017


Bryce J. Ward, Mayor

ATTEST:


Kathryn M Weber, MMC
North Pole City Clerk



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: March 15, 2017
Re: Committee appointments

Council,

Please see attached nominations for 2017 Committees. Per Ordinance 15-15 and the amendments to North Pole Municipal Code (NPMC) section 4.09.025(D)(7), the Mayor *shall* create a committee to review all applications and give a recommendation to council for allocation amounts.

NPCM section 2.12.070 *committees'* states that all committee members are subject to confirmation by the City Council. Please consider the following committee appointments.

Thank you

Mayor Bryce J. Ward

Festival Committee

	Name	Phone	Address	Phone	Resident	Term
Public	Katy Englund	978-2282		Kenglund.ak@gmail.com	N	1-1-17 to 12-31-17
Mayor	Bryce Ward	888-4444		bryce.ward@northpolealaska.org	Y	1-1-17 to 12-31-17
Public	Larnetia skipps	378-6635		larnetiaskipps@gmail.com	Y	1-1-17 to 12-31-17
Public	Howard Rixie	378-7797		hsrxie@gmail.com	N	1-1-17 to 12-31-17

Trooper Gabe Rich and Trooper Scott Johnson Memorial Park Committee

	Name	Phone	Address	Phone	Resident	Term
Mayor	Bryce Ward	888-4444	125 Snowman Ln, North Pole, AK, 99705	bryce.ward@northpolealaska.org	Y	1-1-17 to 12-31-17
Employee	Steve Dutra	488-8456	125 Snowman Ln, North Pole, AK, 99705	sdutra@northpolepolice.org	N	1-1-17 to 12-31-17
Employee	Geoff Coon	488-0444	125 Snowman Ln, North Pole, AK, 99705	blane@northpolefire.org	N	1-1-17 to 12-31-17
Public	Michael Welch	488-5834	934 Les Rodger Turnaround North Pole Ak	northpolemike@gmail.com	Y	1-1-17 to 12-31-17
Public	Howard Rixie	378-7797		hsrxie@gmail.com	N	1-1-17 to 12-31-17
Employee	Kathy Weber	488-8583	125 Snowman Ln, North Pole, AK, 99705	kathy.weber@northpolealaska.org	n	
Public	Joni Scharfenberg	978-1727	Tanana Soil and water Consavation District	jonisc@gmail.com	N	1-1-17 to 12-31-17

Ethics Board

	Name	Phone	Address	Phone	Resident	Term
Public	Laura Fantazzi	488-1529	PO Box 56620 North Pole, Alaska 99705	laura.fantazzi@k12.northstar.org	Y	1-1-17 to 12-31-19
Public	Ron Pratt	978-5822	550 Beaver Blvd	2006TGM@gmail.com	Y	1-1-17 to 12-31-19
Public	Sharron Geese	699-4694	353 E 8th ave apt 301 North Pole, AK	Geese@alaska.net	Y	1-1-15 to 12-31-17
Public	John Poirrier	322-0623	1001 Black Bear Turnaroung North Pole, AK	poirrier@gci.net	Y	1-1-15 to 12-31-17
Public	Sharron Hunter	978-5591	322 cross Way North Pole Ak 99705		Y	1-1-16 to 12-31-18
Public	Jim Taylor	488-2422	1124 Lake Drive North Pole Ak 99705		Y	1-1-16 to 12-31-18

Fairbanks North Star Borough Assembly Representative

Bryce Ward	888-4444	621 holiday road North pole Ak 99705	bryce.ward@northpolealaska.org	1-1-17 to 12-31-17
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Bed Tax Committee

	Name	Phone	Address	Phone	Resident	Term
Council	Avery Thompson	388-5351	135 E6th Ave, North Pole Ak, 99705	avery.thompson@northpolealaska.org	Y	1-1-17 to 12-31-17
Council	Thomas McGhee	455-0010	1155 North Star Drive, North Pole AK, 99705	thomas.mcgee@northpolealaska.org	Y	1-1-17 to 12-31-17
Public	Larnetia skipps	378-6635	2729 perimeter Drive, North Pole, AK, 99705	larnetiaskipps@gmail.com	Y	1-1-17 to 12-31-17
Public	Joe Geese	699-4693	353 E 8th ave apt 301 North Pole, Ak, 99705	Geese@alaska.net	Y	1-1-17 to 12-31-17
Public	Jeff Jacobson	460-7733	Po Box 57033 North Pole Ak 99705	jjacobson57@gmail.com	Y	1-1-17 to 12-31-17

Code Violations Committee

Council	Avery Thompson	388-5351	135 E6th Ave, North Pole Ak, 99705	avery.thompson@northpolealaska.org	Y	1-1-17 to 12-31-17
Council	Santa Claus	388-3836	Po Box 55122, North Pole AK 99705	Santa.claus@northpolealaska.org	Y	1-1-17 to 12-31-17
Council	David Skipps	750-5106	2729 Perimeter Drive, North Pole AK, 99705	David.skipps@northpolealaska.org	Y	1-1-17 to 12-31-17
Mayor	Bryce Ward	888-4444	621 holiday road North pole Ak 99705	bryce.ward@northpolealaska.org	Y	1-1-17 to 12-31-17

CITY OF NORTH POLE

ORDINANCE 17-07

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO
AMEND TITLE 4, REVENUE AND FINANCE, CHAPTER 08, SALES
TAX, 4.08.020**

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

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

WHEREAS, the North Pole Municipal Code should be amended to reflect the change in law as voted on by the citizens; and

WHEREAS, no legal marijuana business are operating within the City of North Pole; and

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

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

Section 2. Title 4 Revenue and Finance, Chapter 8, Sales Tax is hereby amended in the North Pole Code of Ordinances as follows: [new text in *italicized, underlined red font*; deleted text in ~~red strikethrough~~ font];.

4.08.020 Imposition of rate.

There is levied a tax equal to four percent of the selling price upon buyers of all retail sales, and rentals made, and all services performed within the corporate limits of the City, unless specifically exempted in this chapter or a different tax rate is specifically set forth in this chapter.

- A. There is hereby levied an alcoholic beverage tax on the retail sale of alcoholic beverages equal to six percent times the selling price of all sales made within the City of North Pole.
- B. 1. There is hereby levied an excise tax on the distribution of tobacco products brought into the City limits measured at the rate of ten percent times the wholesale price of such tobacco products.
2. It is the intent and purpose of this chapter to provide for the collection of the excise tax from:
 - a. A person *who* brings, or causes to be brought, tobacco products into the City limits from outside the City limits for sale; or
 - b. a person *who* ships or transports cigarettes or tobacco products to a retailer in the City limits for sale by a retailer.
 - c. retail tobacco sales are subject to the general sales tax rates as outlined in subsection E of this section.

- 40 ~~E.~~ C. The maximum tax on any single transaction shall be 10\$ ten dollars except on the
41 retail sale of alcoholic beverages, wholesale tobacco products, and the hotel-motel room
42 tax, all of which shall not have any maximum tax.
- 43 ~~F.~~ D. Vendors shall compute the tax on each sale by multiplying the price by the aggregate
44 rate of taxes for the type of transaction listed in this section. The computation shall be
45 carried out to three decimal places. If the result is a fractional amount of a cent, the
46 calculated tax shall be rounded to a whole cent using a method that rounds up to the next
47 cent whenever the third decimal place is greater than four.
- 48 ~~G.~~ E. Coin-operated machines shall remit five percent of the gross receipts derived from
49 sales using the following formula:

Receipts divided by 1.05 = Sales
Receipts minus Sales = Sales tax due

50
51 **Section 3.** Effective date. This ordinance shall be effective at 5:00 p.m. on the first day of business
52 following its adoption.

53
54 **PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this
55 3rd day of April, 2017.

56
57
58
59 _____
60 Bryce J. Ward, Mayor

61
62 ATTEST:

63
64
65 _____
66 Kathryn M. Weber, MMC
67 North Pole City Clerk

PASSED Yes: No: Absent:

**CITY OF NORTH POLE
RESOLUTION 17-04**

**A RESOLUTION OF THE CITY OF NORTH POLE SUPPORTING FAIR HOUSING IN
SUPPORT OF THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT
#16-CDBG-03 FOR THE SANTA'S SENIOR CENTER REMODEL PROJECT**

WHEREAS: Let it be known to all persons of the City of North Pole that discrimination because of race, color, religion, sex, national origin, family status or handicap status, is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law) in the sale, rental, leasing, and/or financing of housing or land to be used for construction of housing, or in the provision of brokerage services, and

WHEREAS: It is the policy of the City to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, national origin, family status or handicap status. Therefore, the City/Borough does hereby pass the following Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of North Pole that within available resources the City will assist all persons who feel they have been discriminated against because of race, color, religion, sex, national origin, family status or handicap status, to seek equity under federal and state laws by filing a complaint with the U.S. Department of Housing and Urban Development, Seattle Regional Office Compliance Division.

BE IT FURTHER RESOLVED, that the City shall publicize this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and any applicable state or local laws or ordinances.

Said program will at a minimum include, but not be limited to:

1. the printing and publicizing of this policy and other applicable fair housing information through local media and community contacts;
2. distribution and/or display of posters, flyers, and any other means which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity on housing.

PASSED and APPROVED by a duly constituted quorum of the North Pole City Council this 20th day of March, 2017.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASSED/FAILED Yes: No: Absent:

**CITY OF NORTH POLE
RESOLUTION 17-05**

**A RESOLUTION OF THE CITY OF NORTH POLE SUPPORTING THE 2017 FAIRBANKS
METROPOLITAN AREA TRANSPORTATION SYSTEM SIDEWALK IMPROVEMENT
PROGRAM FOR THE CONSTRUCTION OF PEDESTRIAN PATHS ON NPHS BOULEVARD,
PATRIOT DRIVE AND SNOWMAN LANE**

WHEREAS: the City of North Pole is interested in providing safe and convenient pedestrian paths throughout the City, and;

WHEREAS: the City has a number of city streets with no pedestrian facilities and disconnected pedestrian facilities within the city limits, and;

WHEREAS: the Fairbanks Metropolitan Transportation System (FMATS) Sidewalk Improvement Program dedicates funding to rehabilitate existing pedestrian paths and to construct new paths, and;

WHEREAS: NPHS Boulevard, Patriot Road and the southern end of Snowman Lane are located in the vicinity of schools and they have no pedestrian facilities unsafe pedestrian facilities, and

WHEREAS: the pedestrian projects listed above will be designed in late 2017 for construction planned for as early as summer 2018, and

WHEREAS: the value of the design and construction of these three pedestrian paths is estimated to cost \$2,067,445 and the City's total required match is \$218,802, and;

WHEREAS: for these projects to proceed to design scheduled to begin in fall 2017, the City must make an initial payment of \$17,609 and pay the balance of \$201,193 in early 2018 for the projects to proceed to construction.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of North Pole that it supports the 2017 FMATS Sidewalk Improvement Program that will construct pedestrian paths on NPHS Boulevard, Patriot Road and Snowman Lane with a City matching contribution of \$218,802. Further, the Council supports the partial payment in 2017 totaling \$17,609 required for the project to proceed to design.

PASSED and APPROVED by a duly constituted quorum of the North Pole City Council this 20th day of March, 2017.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASSED/FAILED Yes: No: Absent:



**Memorandum of Agreement
for the**

**Maintenance
of the**

**2017 FMATS Sidewalk Improvement Program
IRIS # NFHWY00138**

Between

**The State of Alaska Department of Transportation and Public Facilities
(ADOT&PF)**

and

The City of North Pole (CONP)

I. PURPOSE:

The purpose of this agreement is to provide for the future maintenance of facilities built under the FMATS Sidewalk Improvement Program.

The description of the CONP portion of this project is:

NPHS Boulevard Separated Pedestrian Path -Remove existing sidewalk and construct a new separated path adjacent to the road, and relocate utilities as required to accommodate new construction between the school and the Old Richardson Highway.

Patriot Drive (Both Sides) – Construct new sidewalks, reconstruct the road surface to accommodate drainage, install drainage structures, and relocate utilities as required to accommodate new construction between the school and the Old Richardson Highway.

Snowman Lane Sidewalk (5th Avenue – 8th Avenue) –Install new sidewalk and reconstruct the road surface to accommodate drainage between East 5th and East 8th Avenues.

II. THE CONP AGREES TO THE FOLLOWING:

The CONP manages and maintains the facilities within the scope of this project. After completion of this project, the CONP will continue to manage and maintain these facilities and the new construction.

The CONP will manage these facilities in conformance with all Federal Highway Administration requirements including all applicable management responsibilities of rights of way within the extent of the project.

"Keep Alaska Moving through service and infrastructure."

The CONP will be responsible for permitting all utilities within the CONP managed rights of way included in this project, in accordance with 23 C.F.R. §645.209(g).

III. IT IS MUTUALLY AGREED THAT:

The above parties will coordinate and participate in the review of the final design plans prior to construction.

The above parties will coordinate and participate in the Final Inspection of the construction project. The purpose of this inspection is to ensure that the project is constructed in reasonable conformance with the design plans.

This agreement shall remain in effect until terminated in writing by both parties. Intent to cancel this agreement requires a 30-day written notice.

This agreement may be revised with the mutual consent of both agencies, by issuance of a written amendment, signed and dated by both agencies.

Each agency agrees that it will be responsible for its own acts and results thereof, and each agency shall not be responsible for the acts of the other agency.

Each agency will comply with all applicable laws, regulations, and executive orders.

Ryan F. Anderson, P.E., Northern Region Director
Department of Transportation & Public Facilities

Date

Bryce Ward, Mayor
City of North Pole

Date

**Memorandum of Agreement
for the
Local Match Contribution
for the
2017 FMATS Sidewalk Improvement Program
IRIS # NFHWY00138**

Between

**The State of Alaska Department of Transportation and Public Facilities
and**

The City of North Pole

Local Match Contribution

The City of North Pole (CONP) hereby agrees to provide two hundred eighteen thousand, eight hundred two dollars (\$218,802) to the State of Alaska Department of Transportation and Public Facilities (ADOT&PF) to fulfill the CONP share of the local match contribution required for the construction of the 2017 FMATS Sidewalk Improvement Program. The local contribution shall be lump sum payments made by the CONP to ADOT&PF for each project phase prior to obligation of Federal funds for that phase of the project. The funding schedule is provided below.

This project is part of the 2017 FMATS Sidewalk Improvement Program currently listed in the FMATS 2015 – 2018 TIP. ADOT&PF has agreed to provide the local match on the design phase of the project.

The local match for construction is based on the amount of matching funds required for federal-aid highway funding and the estimated right of way, utility and construction cost within the City of North Pole totaling \$2,067,445. The local match percentage is 9.03%, for a sum of \$186,690. A 50% pre-construction contingency fee of \$5,870 and a 15% construction contingency fee of \$26,243 are added to the local match. **The total local match contribution for this project is \$218,802.**

The ADOT&PF and the CONP will execute an amendment to this Memorandum of Agreement (MOA) if changes are needed to the scope, schedule and budget. The CONP will be required to provide additional match funds associated with an increased budget. Upon project completion and final project closeout, if the final cost is less than the current estimated total cost, the local contribution will be recalculated and any excess local cash contribution will be refunded to the CONP.

ADOT&PF hereby agrees to construct this project in accordance with the following project description and schedule:

"Keep Alaska Moving through service and infrastructure."

Project Description:

NPHS Boulevard Separated Pedestrian Path -Remove existing sidewalk and construct a new separated path adjacent to the road, and relocate utilities as required to accommodate new construction between the school and the Old Richardson Highway.

Schedule:

This project is scheduled for obligation of funds as follows:

Phase	FFY	ESTIMATED PHASE NEEDS (TOTAL \$)	9.03% MATCH REQUIRED	MATCH CONTINGENCY REQUIRED**	TOTAL MATCH CONTRIBUTED
7	18	\$100,000	\$9,030	\$4,515	\$13,545
4	18	\$451,410	\$40,762	\$6,114	\$46,876
Total		\$551,410	\$49,792	\$10,629	\$60,421
** 50% Contingency required for Phase 2-Design, Phase 3-ROW, and Phase 7-Utilities.					
** 15% Contingency required for Phase 4-Construction.					

Project Description:

Patriot Drive (Both Sides) – Construct new sidewalks, reconstruct the road surface to accommodate drainage, install drainage structures, and relocate utilities as required to accommodate new construction between the school and the Old Richardson Highway.

Schedule:

This project is scheduled for obligation of funds as follows:

Phase	FFY	ESTIMATED PHASE NEEDS (TOTAL \$)	9.03% MATCH REQUIRED	MATCH CONTINGENCY REQUIRED**	TOTAL MATCH CONTRIBUTED
7	18	\$30,000	\$2,709	\$1,355	\$4,064
4	18	\$1,165,157	\$105,214	\$15,782	\$120,996
Total		\$1,195,157	\$107,923	\$17,137	\$125,060
** 50% Contingency required for Phase 2-Design, Phase 3-ROW, and Phase 7-Utilities.					
** 15% Contingency required for Phase 4-Construction.					

Project Description:

Snowman Lane Sidewalk (5th Avenue – 8th Avenue) –Install new sidewalk and reconstruct the road surface to accommodate drainage between East 5th and East 8th Avenues.

"Keep Alaska Moving through service and infrastructure."

Schedule:

This project is scheduled for obligation of funds as follows:

Phase	FFY	ESTIMATED PHASE NEEDS (TOTAL \$)	9.03% MATCH REQUIRED	MATCH CONTINGENCY REQUIRED**	TOTAL MATCH CONTRIBUTED
7	18	\$0	\$0	\$0	\$0
4	18	\$320,878	\$28,975	\$4,346	\$33,321
Total		\$320,878	\$28,975	\$4,346	\$33,321
** 50% Contingency required for Phase 2-Design, Phase 3-ROW, and Phase 7-Utilities.					
** 15% Contingency required for Phase 4-Construction.					

Total CONP Sidewalk Improvement Projects:

Phase	FFY	ESTIMATED PHASE NEEDS (TOTAL \$)	9.03% MATCH REQUIRED	MATCH CONTINGENCY REQUIRED**	TOTAL MATCH CONTRIBUTED
7	18	\$130,000	\$11,739	\$5,870	\$17,609
4	18	\$1,937,445	\$174,951	\$26,243	\$201,193
Total		\$2,067,445	\$186,690	\$32,112	\$218,802
** 50% Contingency required for Phase 2-Design, Phase 3-ROW, and Phase 7-Utilities.					
** 15% Contingency required for Phase 4-Construction.					

ADOT&PF may modify this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and federal level. The CONP and the ADOT&PF may amend this agreement by mutual consent.

Ryan F. Anderson, P.E., Acting Northern Region Director
Alaska Department of Transportation & Public Facilities

Date

Bryce Ward, Mayor
City of North Pole

Date

"Keep Alaska Moving through service and infrastructure."

**CITY OF NORTH POLE
RESOLUTION 17-06**

**A RESOLUTION AUTHORIZING THE UTILITY DEPARTMENT TO
COMMIT TO CONTRIBUTE UP TO \$350,000 OF WATER DIVISION
RESERVES TO ADD 250,000 GALLONS OF RESERVOIR CAPACITY AS
PART OF THE SULFOLANE SETTLEMENT WATER SYSTEM
EXTENSION PROJECT**

WHEREAS, the City of North Pole created its utility system to provide residents with the sanitation, protection and convenience afforded by a municipal water and sewer utility system and to promote an improved community environment; and

WHEREAS: the City and State of Alaska achieved a settlement agreement with Flint Hills Resources that will extend the City's water utility services to properties in and outs of the city limits to properties located above the sulfolane groundwater plume and a buffer area, and;

WHEREAS: the settlement-funded utility extension will include installation of water mains, upgrades to the water treatment plant, construction of a new pump house, and addition of a new water reservoir, and;

WHEREAS: the utility's current water reservoir capacity is 827,000 gallons and the 2014 water system study conducted by PDC Engineers recommended that the Utility should have 1.2 million of reservoir capacity to meet current two-day drinking water and fire flow demands and the Utility will need 1.8 million gallons of reservoir capacity to meet the projected 20 to 50-year water demands. This growth projection overlaps with much of the area included in the settlement agreement water system extension area, and;

WHEREAS: the preliminary water system analysis completed by Stantec in 2016 proposed construction of a 500,000 gallon reservoir located within the extension area. Construction of this reservoir is planned to occur in 2018, and;

WHEREAS: the existing reservoir capacity of 827,000 plus the planed 500,000 gallon reservoir totals 1,327,000 of reservoir capacity leaving the Utility 473,000 gallons short of PDC's recommended reservoir capacity of 1.8 million gallons, and;

WHEREAS: the Stantec preliminary water system analysis estimated that the Utility could add 250,000 of additional reservoir capacity by increasing the size of the new reservoir tank to a 750,000 tank. The cost of the additional 250,000 of reservoir capacity will cost the Utility an estimated \$350,000 while the PDC water system study estimated that it would cost the Utility \$7 million to add an additional million gallons of reservoir storage capacity to the Utility's system, and;

WHEREAS: if the Utility added the 250,000 gallons of reservoir capacity during the water system extension project, at a later date the Utility could add the additional reservoir capacity as needed. Because the water system extension is a "rural-based" model not intended to provide fire protection, the Utility projects that it will not need the 1.8 million reservoir capacity estimated by the PDC study.

1
2 **NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of North Pole that it
3 approves the Utility Department's intention to fund the addition of 250,000 gallons of reservoir
4 capacity with up to \$350,000 of Water Division reserves as part of the water system extension
5 project.
6

7 **PASSED and APPROVED** by a duly constituted quorum of the North Pole City Council this
8 20th day of March, 2017.
9

10
11
12 _____
13 Bryce J. Ward, Mayor

14 ATTEST:
15

16 _____
17 Kathryn M. Weber, MMC
18 North Pole City Clerk

PASSED/FAILED Yes: No: Absent:
