



CITY OF NORTH POLE
Regular Meeting May 21, 2018
North Pole Council Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, May 21, 2018

Work Session: Source Water Protection Plan for North Pole Utility Drinking Wells Water: 5:30 p.m.

Committee of the Whole: 6:30 p.m.

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

MAYOR

Bryce Ward
888-4444

CITY CLERK

Judy Binkley
488-8583

COUNCIL MEMBERS

Avery Thompson – Mayor Pro Tem	388-5351
David Skipps – Deputy Mayor Pro Tem	750-5106
Aino Welch – Alt Dep Mayor Pro Tem	488-5834
Santa Claus	388-3836
Doug Isaacson	322-3133
Sharon Hedding	488-9075

- 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. May NPHS Student of the Month**
- 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 18-10, An Ordinance of the City of North Pole, Alaska to Apply for the State of Alaska's Military Facility Zone for the Entire North Pole City Limits.
 - b.** Ordinance 18-11, An Ordinance of the City of North Pole, Alaska to Amend the 2018 Operating Budget to Purchase New SCBA Equipment.
- 12. New Business**
 - a.** Request to Approve the Contract for Rolling Stone to Replace a Leach Field Damaged as Part of the Water System Expansion Project.
 - b.** Request to Approve the Fairbanks North Star Borough and City of North Pole Emergency Medical Services/Ambulance Contract Renewal and Amendment No. 3.
 - c.** Request to Approve Tuition Reimbursement for Detective Emily Gibson.
 - d.** Request to Approve a Professional Services Agreement with Stantec Consulting, Inc. to Develop Customer Service Line Standards for the Water System Expansion 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, May 7, 2018 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, May 7, 2018 to order at 7:05 p.m.

There were present:

Avery Thompson – *Mayor Pro Tem*
David Skipps – *Deputy Mayor Pro Tem*
Aino Welch – *Alt Dep Mayor Pro Tem*
Santa Claus
Doug Isaacson
Sharon Hedding
Mayor Ward

Absent/Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Mr. Isaacson

APPROVAL OF AGENDA

Mr. Thompson *moved to approve the agenda of May 7, 2018*

Seconded by Mr. Skipps

DISCUSSION

None

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

Old Business:

- a. Ordinance 18-09, An Ordinance of the North Pole City Council Amending Chapter 02 Public Hazards to Title 8 Health and Safety.

New Business:

- a. Ordinance 18-10, An Ordinance of the City of North Pole, Alaska to Apply for the State of Alaska's Military Facility Zone for the Entire North Pole City Limits.
- b. Ordinance 18-11, An Ordinance of the City of North Pole, Alaska to Amend the 2018 Operating Budget to Purchase New SCBA Equipment.
- d. Approval Request for the War Eagle Court Developer Agreement.

Seconded by Mr. Skipps

Discussion

None

On the amendment

PASSED

Yes: 7 – Skipps, Hedding, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 0

On the Agenda as amended

Discussion

None

PASSED

Yes: 7 – Skipps, Hedding, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 0

APPROVAL OF MINUTES

Mr. Thompson *moved to* approve the Minutes of April 16, 2018

Seconded by Ms. Hedding

Discussion

None

PASSED

Yes: 7 – Skipps, Hedding, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 0

COMMUNICATIONS FROM THE MAYOR (Audio 4:22)

- I was asked to speak on the development occurring in the City at the Association of General Contracting annual meeting on April 19th. It was well received.
- I participated in Earth Day at Fort Wainwright on April 20th with the other mayors. There were over 500 kids present.
- The 4th of July committee is meeting. Our first meeting was a success and we picked a theme. "Home of Heroes" is the theme this year.
- Northstar Developers gravel pit was approved on April 24th with special conditions, including limits on hours of operation.
- I participated in the Mayor's Charity Ball for the United Way of the Tanana Valley. The ball was a success and lots of money was raised for the United Way.
- May 1st was the 2nd annual memorial for Trooper Gabe and Scott. It was well attended despite the colder weather. This week is the police memorial service at the park at 1pm.
- Last week was the North Pole Forum. It was a great learning experience for Caleb and thank you to all who attended.
- Senator Sullivan was in town last Friday. Thank you to the Council who met with him and thank you to Rick Watson and Moody Brews for letting the Senator stop by.
- Upcoming events:
 - High School Graduation is May 15th at 7pm at the Carlson Center.
 - Senior Citizen Day is Thursday, May 10th at 10am at the Carlson Center.
 - The next 4th of July meeting is May 14th at 6pm at City Hall.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Fire Dept., Chief Coon (Audio 22:18)

- Members of the Fire Department participated in cleanup day last Saturday. We still have bags to give away for anyone that still has some cleanup to do.
- Captain Haywood talked with students interested in careers in the fire service for Patriot Day. He discussed the various ways to become a firefighter (volunteer, paid, live-in). C-shift also delivered an arson investigation class to Ms. Bek's forensics class. The class was instructed on cause and origin of fires and a small building was set on fire to investigate.
- I will be attending the National Fire Academy in May for a management class. Only two percent of all firefighters in the United States are able to attend a course at the Academy.
- Our open house will be on May 19th from 10-4. Captain Haywood is working hard to

make it a great event. I have included a flyer and I encourage the Council to join our Facebook page for updates.

- Michelle is still working with Laserfiche to electronically store some of our fire, EMS, and training records. This is a slow process and I will be sure to keep the Council up to date on this project.
- Airpack grant update: Ordinance 18-11
 - The North Pole Fire Department was able to secure \$197,833.32 through a regional grant to replace 36 airpacks and 72 air bottles. The City has a 10% match obligation which is \$19,783.44. The Fire Department will require an additional \$19,232.57 for tools, parts, and accessories for a total of \$39,016.01. Once all of the new airpacks are online, we will be able to trade our existing airpacks for an estimated \$10,000. This puts us just below the \$30,000 mark that I have been briefing the Council on for months. This will come before Council tonight.
 - Grant match + Accessories – Trade in = Total
 - $\$19,783.44 + \$19,232.57 - \$10,000 = \$29,016.01$
- Fleet Maintenance Report:
 - D.C. Heineken, Captain Hamlin, and Engineer Rossow are working on a problem with Engine 21's pump transmission. There is a problem with the pump shifting in and out of pump gear. This rendered the engine out of service until repaired. The cost of the rebuild will be approximately \$5,000 and it will be completed in house and will take about a month. The cost of this repair is outside of our normal maintenance budget and will require a fiscal note in order to keep up with maintenance in 2018. Heineken started the rebuild this week and additional parts are needed to complete the repair. No price update yet.
 - Underwriters Laboratory came out and tested the platform and ground ladders at the department late last week. The platform passed but some small discrepancies with the ground ladders were noted and one entire ladder will have to be replaced.
 - Squad 24 was put into service for wildland season and during run up, the pump stopped working. The squad and pump were purchased in 1992. We are unsure if the pump can be repaired or if a modern one will have to be retrofitted in its place. I will keep Council updated on the squad.

Police Dept., Chief Dutra (Audio 28:13)

- Crime Conference started today. I attended the AACOP semi-annual meeting. Classes start tomorrow. I will be out of office with Lt. for the next few days.
- I conducted an ALiCE training class at the Noel Wien Library with about 50 library employees from all over the borough. Well received and a lot of folks came up to me and thanked me.
- Testing for our evidence custodian is coming along. We have whittled it down from 16 to 14 then to 7 and now the final 2 and should have a pick by tomorrow. Incredible amount of training ahead for this person. I want to publicly thank all my employees who

are pulling out all the stops to make sure the duties associated with this position are being covered. We have evidence requests coming in and counter traffic and phones overwhelming everyone. We cannot hire this person fast enough. It is a crucial position for our department but we will make sure we take care of the peoples' business. If you hear grumblings please have folks come see me.

- This Friday at 1:00 is the Police Memorial Day at the Memorial Park. Please come join us for a short service and food at the North Pole Worship Center.
- On that note, the Fallen Heroes memorial service was incredible. Your police, fire, and public works departments all pitched in to make that day a hit. The City Hall staff helped with programs, and the fire department helped with tents, food cleanup, and tear down. Public works built us a new podium and they hung the plaques and put down ice salt and cleaned the snow. It takes a whole city to make this happen. Thank you to all my employees who busted their rear ends to get all the logistical stuff accomplished.
- Our new kitchen is complete and it is beautiful. The whole department pitched in and helped. Thank you to the Council for finding the funding for us. Our yellow bathrooms are next.
- Along with Lt. Lindhag, I attended the Borough Emergency Management Annual Planning Meeting. Good topics discussed. Huge amount of time and resources being dedicated to emergency preparedness.
- We will be losing our Detective shortly as she will be having her baby. We will be spreading these duties out to patrol and covering additional workloads by myself and Lt. to help augment investigative needs.
- We have a draft MOU to the Borough for review and we will submit a final one to legal after it comes back in support of our School Resource Officer in the fall.
- Granite etched slabs will be arriving within the next few weeks. We will send out invites for unveiling.
- Sgt. Binkley is working feverishly on our inventory project. Painstaking personal inventories were completed last week by everyone so now the data will be entered.
- ALiCE trainer course has hit its mark of 38. We have expanded the total number to 50. As I stated in the last meeting, this is an extremely diverse group from Food Bank to Juneau.
- The Mayor and I are attending the first of many meetings to plan a new range in the interior for LEO and recognized firearm organizations. ALL details are yet to be made so things can change. Yes, the Mayor and I did go on a helicopter ride with AST Helo. It was a rough assignment but I was honored to lay my life on the line for the citizens of NP.
- Officer Meyer attended "Career Day" at NPHS. Excellent opportunity for us to get in touch with kids.
- I attended "Career Day" at NPMS and spent 30 minutes talking to Ms. Monetti's class on what a police chief does. I could have spent 2 days so they got a lot of information. Excellent opportunity.
- Watchguard and video storage has reached 1.6 terabytes. We are working on making

changes to retention schedule to trend downward.

- Sgt. Stevenson is due to go on light duty for a period of time and rewrite of OPM is his top priority. He will also be training our new evidence technician on evidence collection and processing.
- Both command rigs are now multi-banded dual radio command capable. This is a 5 year project that has finally come together the last couple of weeks. We now have radio capacity to handle large events until dispatch relief and unified command can be established. We can also communicate directly with school staff on UHF. Critical to have these comms immediately following a critical event.
- My admin assistant is a major help and is handling multiple tasks and keeping a lot of balls rolling. Super happy with her efforts.
- Drug take back day was ok but good for NP with about 50lbs. 1 million lbs nationwide.
- Last but not least is a public notice that our department will likely be joining forces with many others in opposition of DC Williams plan to modify the current halfway house model in order to shrink population sizes and pepper them throughout our Borough. As with SB91, Com Williams is moving an agenda that is a direct assault on common sense. Stay tuned. AACOP did oppose HB23.
- **Mr. Thompson** asked what the bill number for the halfway house is and Chief Dutra replied it is HB325.
- **Ms. Welch** asked why events held at the park are during regular business hours rather than in the evening when more people can attend. Chief Dutra stated that was a good idea.

Finance, Tricia Fogarty (Audio 9:09)

- Summarized financials are before you this evening. I will email you full financials.
- Aurora and Candace, the auditors with KSH were here last week and provided me with a punch list of items they are looking for.
- I will be on vacation for 2 weeks starting next week so I will get the auditors what they are requesting before I leave.
- The auditors are looking to present to Council the last meeting in June.
- Judy processed payroll last week with little help from me so I am confident she will do fine when I'm on vacation. After payroll was completed, we found out there were some issues with the shift work at the fire department and Caselle's timekeeping. Chief Coon, Judy, and myself had a call with Caselle this morning and they are aware of this issue and are working on it so for the time being, we will be using paper timesheets until this issue is fixed.
- **Mr. Thompson** asked about pay stubs and Ms. Fogarty replied that we have quit doing paper pay stubs and everyone will need to log in online to access their pay stubs.

Director of City Services, Bill Butler (Audio 12:29)

Building Department

- 9 residential permit applications submitted:
 - Eagle Estates, 5 new homes
 - Ford Subdivision, 4 new homes
- Three commercial permit applications submitted:
 - Four 4-plexes (16 living units)
 - North Pole Dental Workshop
 - North Pole Veterinary Clinic – dog wash station.

Public Works

- Public Works has hired five summer employees.
- Benches and trash cans installed.
- Soliciting quotes from contractors for street sweeping.
- Building additional benches and trash cans for installation along Badger Road.
- Flowers for roundabouts and planters ordered with expected installation early June.
- To begin pumping “lake” dog park tomorrow in anticipation of raising ground level with soil extracted from dental practice construction adjacent to the dog park.
- **Mr. Skipps** asked if the plowing contract was an annual contract. Mr. Butler replied that yes, it is an annual contract that can be extended by 2 one-year periods but that would require Council approval each year.

Utility Department

- Sulfolane settlement.
 - HDPE pipe installation in the wetlands is complete.
 - Starting to install HDPE pipe in 12 Mile Village and along Hurst Road.
 - Excavation of site and installation of fill complete for new Peridot Road pump house foundation complete.
 - Initial renovation work beginning at the water treatment plant.
- Met on May 2 with representative from ADEC to explore new alternatives to resolve sewer outfall. To submit several proposed alternatives and support Utility would need support from ADEC to permit the alternatives.

Natural Gas Utility Board

- IGU is moving to a weekly meeting schedule as the formal purchase of Fairbanks Natural Gas deadline approaches.
- Alaska Regulatory Commission approved the consolidation of Fairbanks Natural Gas and IGU as a single utility service area.
 - Short of an unforeseen negative development, IGU will take ownership of Fairbanks Natural Gas within two to three months.

Borough Representative, Ms. Hedding (Audio 49:48)

- A lot of the discussion was regarding the School District budget.
- They also talked about how close an establishment with a liquor license could be to a school.

City Clerk's Office, Judy Binkley (Audio 50:29)

- Update on the Personnel Policy Team. We had our first meeting a few weeks ago and it went well. The team identified parts where code said the same thing, but not the same way so we will be doing some housekeeping to clean it up. They also identified sections that could be better clarified.
- I completed payroll last week and will be responsible for it next week when Ms. Fogarty is out on vacation.
- The auditors were here last week and it was my first time meeting them. My interactions with them were good and they gave me some pointers for what they are looking for in personnel files and how I can better document certain items.
- As a reminder, the June Council meetings are not the 1st and 3rd Monday, but rather the 2nd and 3rd Monday as I will be in clerk training the 1st week of June.
- Finally, I just learned this morning it's Municipal Clerks Week!
- **Ms. Welch** asked what the dates for the Council meetings in June were and the City Clerk replied they were June 11th and 18th.

ONGOING PROJECTS (Audio 52:30)

Shelly Wade with Agnew::Beck presented draft recommendations for the Spring 2018 Eielson Regional Growth Plan. The areas of focus included fiscal impact, regional housing, utilities and infrastructure, transportation, planning and zoning, education, workforce development, and public safety. Ms. Wade talked about the existing conditions, needs, gaps, and recommendations for meeting those gaps.

CITIZENS COMMENTS – (Limited to Five (5) minutes per Citizen) (Audio 1:05:19)

- **Mackenzie O'Connor**, PO Box 58064: Spoke on behalf of NPHS Class of 2018 and the activities they have been involved in with the community. Ms. O'Connor also spoke about the fundraising the Class of 2018 has been doing.
 - **Mr. Isaacson** asked how much the Class of 2018 needs to meet their fundraising goals and Ms. O'Connor replied about \$500.
 - **Ms. Welch** asked Ms. O'Connor what her plans after graduation were. Ms. O'Connor replied that she will be attending Texas Christian University and majoring in sports management and English.
- **Brenda Sadler**, PO Box 57045: Spoke about her advocacy for recycling and how we could bring that to North Pole.

- **Ms. Welch** asked who would be responsible for the recyclables once it has been sorted. Ms. Sadler replied that her idea was that it would be a joint effort with the FNSB commission.
- **Mr. Isaacson** stated he thought this was a great idea and asked Ms. Sadler to talk to the commission to see if they could set up areas with bins in North Pole so individuals could do this on a more regular basis and help the FNSB's efforts. Ms. Sadler stated she would.

OLD BUSINESS

Consented

NEW BUSINESS

RESOLUTION 18-03, A RESOLUTION OF THE NORTH POLE CITY COUNCIL DESIGNATING CITY OFFICIALS AUTHORIZATION TO SIGN ON CITY OF NORTH POLE ACCOUNTS. (Audio 1:22:16)

Mayor Ward and Tricia Fogarty introduced the resolution.

Public Comment

None

Mr. Thompson *moved to* approve Resolution 18-03, a Resolution of the North Pole City Council Designating City Officials Authorization to Sign on City of North Pole Accounts.

Seconded by Mr. Skipps

Discussion

None

PASSED

Yes: 7 – Skipps, Hedding, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 0

COUNCIL COMMENTS (Audio 1:30:12)

Mr. Thompson – Happy Clerk Week and thank you for everything you do for us.

Ms. Hedding – School is getting out and kids will be all over the place so be safe.

Mr. Isaacson *moved to* adjourn the meeting at 8:37 p.m.

Seconded by Mr. Skipps

The regular meeting of Monday, May 7, 2018 adjourned at 8:38 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, May 21, 2018.

Bryce J. Ward, Mayor

ATTEST:

Judy Binkley, North Pole City Clerk

Office of the Mayor
City of North Pole

Proclamation

Whereas: Sarah Elgin is a senior at North Pole High School and is the daughter of Don and Lori Elgin of North Pole; and

Whereas: Sarah plays on her high school volleyball team where she is team captain and also plays on the basketball team. Sarah is a member of the National Honor Society and participates in the Ignition Program. Sarah has been awarded Honors in World History and voted the pre-calculus student of the year; and

Whereas: Sarah volunteers with various high school activities as well as with the Fairbanks Rescue Mission, the Soup Kitchen, the Literacy Council, the Food Bank, and with her church. Sarah wants to pursue her education in college to become a doctor; and

Whereas: the City of North Pole desires to recognize the outstanding students in the community;

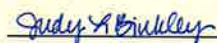
Now, therefore I, Bryce J. Ward, Mayor of the City of North Pole, do hereby proclaim Sarah Elgin the:

**North Pole City Council
High School Student of the Month
For May 2018**



Bryce J. Ward, Mayor

ATTEST:



Judy L. Binkley
North Pole City Clerk



**CITY OF NORTH POLE
ORDINANCE 18-10**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA
TO APPLY FOR THE STATE OF ALASKA'S MILITARY
FACILITY ZONE FOR THE ENTIRE NORTH POLE CITY
LIMITS**

WHEREAS, the City of North Pole has examined the feasibility of creating industry, development, and educational or training opportunities for employers and employees of business entities located or to be located in the proposed military facility zone; and

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 assess 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 ORDAINED by the Council of the City of North Pole:

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

Section 2. Effective date.

This ordinance shall become effective upon passage.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this
_____ day of _____, 2018.

Bryce J. Ward, Mayor

ATTEST:

Judy L. Binkley, North Pole City Clerk

PASSED/FAILED

Yes:

No:

Absent:



North Pole Fire Department

125 Snowman Lane - North Pole, Alaska 99705

Phone: 907.488.2232 Fax: 907.488.3747

Memo

To: Mayor Ward
From: Geoffrey L. Coon
Date: 4/15/18
Re: Trade in Scott airpacks and bottles

The North Pole Fire Department would like authorization to trade in our Scott airpacks, cylinders, and masks (see attached).

The North Pole Fire Departments participated in a regional grant that secured 36 new MSA airpacks with 72 cylinders. The newly acquired MSA's will have rendered our Scotts obsolete. The department will trade in the Scott airpacks and bottles to Artic Fire and Safety. It is expected that the trade in value of our Scott's will be roughly \$10,000.00. The trade in value will help offset the cost of the new airpacks. This is pursuant to city code 4.19.010

Grant match + Accessories – Trade in = Total

\$19,783.44 + \$19,232.57 – \$10,000.00 = \$29,016.01

Geoffrey L. Coon

Fire Chief



Douglas Schrage, Fire Chief

907-474-5770

907-474-5999 fax

drschrage@alaska.edu

www.uaf.edu/fire

Fire Department

P.O. Box 755540, Fairbanks, Alaska 99775-7540

North Pole Fire Department
Geoff Coon, Fire Chief
110 Lewis Street
North Pole, AK 99705
INVOICE –FEMA-2018-23393-NPFD
April 18, 2018

FEMA Grant S-23393

The 2016 FEMA regional grant for the SCBA airpack units has been awarded.

Purchase order for airpacks has been issued at \$5,495.37 per unit

North Pole Fire Department has requested 36 units.

FEMA required match of 10% is \$549.54 per unit.

Total match due is \$19,783.44

Please make checks payable to UAF Fire Dept.

Payment due 30 days from receipt of invoice

Sincerely,

A handwritten signature in black ink that reads "Laurii Woodruff". The signature is written in a cursive style.

Laurii Woodruff
Fiscal Officer
UAF Fire Department
lwoodruff@alaska.edu
907-474-6290

Naturally Inspiring.

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual:

www.alaska.edu/titleIXcompliance/nondiscrimination.

**CITY OF NORTH POLE
ORDINANCE NO. 18-11**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA
TO AMEND THE 2018 OPERATING BUDGET TO
PURCHASE NEW SCBA EQUIPMENT**

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 ____ day of _____, 2018.

Bryce J. Ward, Mayor

ATTEST:

Judy L. Binkley, North Pole City Clerk

PASSED/FAILED

Yes:

No:

Absent:

City of North Pole, Alaska

Fiscal Note

Fiscal Year: 2018 Ordinance#: 18-11

Abbreviated Title: An Ordinance of the City of North Pole, To Amend 2018 Operating Budget to Purchase New SCBA Equipment

Originator/ Sponsor Name Mayor Ward/ Chief Coon Date: May 7, 2018

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? -0- If yes, what type of Position? _____
F- Full Time, P- Part time, T- Temporary

Financial Detail

FUND	Account Description	Account Number	Debits	Credits
01 - Gen	Equipment Outlay	01-54-9-905	40,000.00	
01 - Gen	Transfer from Fund Balance	01-00-9-998		40,000.00
	Total		40,000.00	40,000.00

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

To increase equipment outlay in order to purchase air packs through a regional grant. The grant was obtained by the University Fire Department.

Prepared by: Tricia Fogarty, Chief Financial Officer Date: April 24, 2018

City Accountant Approval: *Tricia Fogarty* Date: 4-24-18

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

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

City of North Pole
Director of City Services

Memo

To: North Pole City Council
From: Bill Butler
Date: May 11, 2018
Subject: Approval of contract with Rolling Stone to install a leach field

During the installation of a 16 inch water main along the western border of the City, the construction contractor encountered an inappropriately located leach field in an existing utility easement. The North Pole attorney and I agreed that the project had no obligation to replace the leach field; however, the Water System Project team chose for good public relations to replace the leach field and that the project would pay for the installation. The project sought quotes for the installation. Rolling Stone's quote of \$6,150 was approximately one third of Exclusive Paving's quote. The three project team members have approved Rolling Stone to install the leach field. Because the Water System Project is being managed through the City, the City is the party that will also be responsible for managing the leach field installation. The City will not directly oversee the leach field installation, Stantec Consulting, the firm providing construction administrative services for the Water System Project, will oversee Rolling Stone's work. Because the project has approved the expense to replace the leach field, the City's expenses will be fully reimbursed by the project through the escrow account created to pay project expenses.

City of North Pole

125 Snowman Lane
North Pole, AK 99705
907-488-2281

SERVICES CONTRACT

PROJECT NAME: **Leach field installation 2566 Kalispel Loop**

1. PARTIES. The parties to this contract are the CITY OF NORTH POLE ("CITY"), and Rolling Stone, Inc. ("CONTRACTOR").
2. DUTIES. The CONTRACTOR shall perform the duties specified in the CONTRACTOR'S quote (attached). The CONTRACTOR understands that the CITY makes no representation that it will look exclusively to the CONTRACTOR for the type of services requested. The CONTRACTOR will perform its duties under this agreement as an independent contractor.
3. QUALITY OF WORK. The CONTRACTOR will perform its duties pursuant to the specifications in the CONTRACTOR's quote.
4. CONTRACT PRICE. The CITY will pay the CONTRACTOR according to the values contained in the CONTRACTOR's quote (attached). The CITY will pay for services as the services requested are accepted.
5. CONTRACT TERMS. The CONTRACTOR's duties begin when both parties have signed this agreement, whichever is later. This agreement will continue no later than June 30, 2018.
6. CONTRACT RENEWAL OPTION. N/A.
7. FACILITIES AND LICENSES.
 - 7.1. The CONTRACTOR will provide all facilities, equipment, supplies, services and personnel necessary to carry out its duties under this agreement.
 - 7.2. The CONTRACTOR will obtain all necessary permits and other authorizations that are required by law to perform the services. During the contract term, the CONTRACTOR will remain in good standing under all such permits, and will comply with all applicable statutes, regulations, and ordinances.
8. OWNERSHIP OF DOCUMENTS. NA
9. INSURANCE REQUIREMENTS.
 - 9.2 Commercial General Liability: CONTRACTOR will maintain commercial general liability insurance covering all operations by or on behalf of CONTRACTOR on an occurrence basis against claims for personal injury, bodily injury, death and property damage (including loss of use). Such insurance will have these minimum limits and coverage:

- A. Minimum limits
 - \$1,000,000 each occurrence
 - \$1,000,000 personal & adv injury
 - \$2,000,000 general aggregate
 - \$2,000,000 products and completed operations aggregate
- B. Coverages
 1. The policy shall be written on ISO form CG 00 01 12 07 or equivalent.
 2. Contractual Liability Coverage shall be as provided in CG 00 01 12 07. The policy shall be free from any endorsement or language limiting contractual liability coverage beyond the limitations of CG 00 01 12 07.
 3. The policy shall be free from ISO endorsements CG 22 94, CG 22 95 or any equivalent endorsement or language.
 4. They policy shall provide for severability of interests.
 5. The policy shall be free from ISO endorsement CG 21 42 or CG 21 43 or any similar endorsement limiting or excluding coverage for Explosion, Collapse and Underground exposures.
 6. The general aggregate shall apply on a “per project” basis.
 7. The policy shall provide for a specific waiver of subrogation in favor of the additional insured parties.
 8. The policy shall contain additional insured endorsement CG 20 10 04 13 and CG 20 37 04 13 or equivalent as approved by Owner.
 9. The policy shall be written to provide coverage on a primary and non-contributory basis.

Automobile Liability: Contractor will maintain business auto liability insurance covering liability arising out of any auto (including owned, hired, and non-owned autos).

- A. Minimum Limits
 1. \$1,000,000 combined single limit each accident
- B. Coverages
 1. Additional insured endorsement
 2. Specific waiver of subrogation
 3. Contractual liability

Workers’ Compensation: Contractor will maintain workers’ compensation and employer’s liability insurance.

- A. Minimum Limits
 1. Workers’ compensation – statutory limit
 2. Employer’s liability
 - a. \$1,000,000 bodily injury for each accident
 - b. \$1,000,000 bodily injury by disease for each employee
 - c. \$1,000,000 bodily injury disease aggregate
- B. Coverages

1. The policy shall provide for a specific waiver of subrogation in favor of the parties required to be named additional insured under the Contractor's General Liability policy.

10. PERFORMANCE BOND: NA.

11. INDEMNIFICATION, DEFENSE AND HOLD HARMLESS PROVISION:

- 11.1. The CONTRACTOR shall defend, hold harmless and indemnify the CITY, its officers, agents, and employees, against any claims, loss, and/or damages directly or indirectly arising from or claiming to arise from any injury to any person(s), damage to any property, or any economic loss, arising out of, in whole or in part, (1) the CONTRACTOR's performance or non-performance of its duties under this contract; and/or (2) any defect in any services provided by the CONTRACTOR. This duty to defend, indemnify, and hold harmless shall include the CONTRACTOR's responsibility for any and all foregoing claims, even if such claims are groundless, false, and/or fraudulent and any and all equitable relief, damages, costs and attorney fees except those caused by either the CITY's sole negligence or its willful misconduct.
- 11.2. This obligation shall be continuing in nature and extend beyond the term of this agreement. The doctrine of equitable tolling extends the time within which an action for breach of this provision may be filed.
- 11.3. "CONTRACTOR" and "CITY" as used in this section, include the employees, agents, sub-contractors, and any other persons who are directly employed by or otherwise legally responsible, respectively to each party.

12. TERMINATION.

- 12.1. Both parties may agree in writing to terminate this agreement at any time; either party may terminate the contract if the other party fails to perform in the manner called for in the contract; the CITY may terminate the contract for its own convenience on three (3) days written notice; and the agreement will terminate if the CITY Assembly fails to appropriate necessary funds or repeals all or substantially all of the appropriations which fund this agreement.
- 12.2. In case of default by the CONTRACTOR, for any reason whatsoever, the CITY may procure the goods or services from another source and hold the CONTRACTOR responsible for any resulting excess cost or other remedies under law or equity.
- 12.3. If this contract is terminated, the CONTRACTOR has no further duty to perform other than that work reasonably necessary to stop work in a safe and workmanlike manner. Likewise, if this contract is terminated, the CITY has no further duty to pay the CONTRACTOR except for the work satisfactorily completed or goods delivered

and accepted, as of the date of termination, and the additional work completed as being reasonably necessary to stop work in a safe and workmanlike manner.

13. IMPOSSIBILITY TO PERFORM. The CONTRACTOR is not liable for any failure to perform its obligations under this agreement, if that failure is caused by any unforeseeable force beyond the control of, and without the fault or negligence of, the CONTRACTOR. For the purposes of this agreement, such forces shall mean any emergency under the Alaska Disaster Act (AS 26.23); war (whether declared or not); revolution; invasion; insurrection; riot; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment, or labor because of priority, allocation, or other regulations of any governmental authorities.
14. EQUAL OPPORTUNITY. The CONTRACTOR will fulfill all its legal duties under the civil rights laws of the State of Alaska and the United States, including, but not limited to AS 18.80, and the Civil Rights Act of 1964, 42 U.S.C. sec. 2000a and following. When subcontracting work, the CONTRACTOR agrees to use practices that assure equal opportunity to companies owned by women and minorities.
15. CONTRACT DOCUMENTS.
 - 15.1. ~~If the parties enter into this agreement as a result of a CITY Invitation for Bid, then the following documents constitute the whole agreement of the parties, and they prevail in the following order in the event of any inconsistency between them: This agreement, the specifications in the Invitation for Bid as issued by the CITY, and the CONTRACTOR's bid form.~~
 - 15.2. ~~If the parties enter into this agreement as a result of a CITY Request for Proposal, then the following documents constitute the whole agreement of the parties, and they prevail in the following order in the event of any inconsistency between them: This agreement, the Request For Proposal as issued by the CITY, and the proposal submitted by the CONTRACTOR.~~
 - 15.3. ~~If the parties enter into this agreement as a result of a CITY written Request for Quotation, then the following documents constitute the whole agreement of the parties, and they prevail in the following order in the event of any inconsistency between them: This agreement, the Request For Quotation as issued by the CITY, and the written quote from the CONTRACTOR.~~
 - 15.4. If the parties enter into this agreement as a result of an oral Request for Quotation, then the following documents constitute the whole agreement of the parties, and they prevail in the following order in the event of any inconsistency between them: This agreement, and any statement of services attached to it. Any terms, which might

have been discussed orally, are not binding on either party, unless incorporated in writing into this agreement.

- 15.5. ~~The CITY purchase order to be issued for this work is a contract document. The terms specified on the CITY purchase order for this work are subordinate to those in all other contract documents. This clause does not alter the order of predominance of contract documents as specified in other subsections of this section.~~
16. RELEASE. The CITY assumes no responsibility for the loss or damage of CONTRACTOR's property placed on or in CITY Owned property and the CONTRACTOR hereby expressly releases and discharges the CITY from any and all liability for loss or damage to such property. The CITY shall have the sole right to collect and sell or otherwise dispose of all articles left by the CONTRACTOR in any CITY facility fifteen (15) days after the termination of this agreement.
17. OTHER.
- 17.1. The CONTRACTOR may not assign any duties under this agreement without the prior written consent of the CITY.
- 17.2. This agreement binds the successors, heirs, personal representatives, and any assigns of the parties.
- 17.3. Time is of the essence of this contract.
- 17.4. Neither party waives its rights under this agreement if it fails to object when the other party fails to perform.
- 17.5. Before paying the CONTRACTOR, the CITY may deduct the amount of any debt from any source that the CONTRACTOR owes to the CITY.
- 17.6. The laws of the State of Alaska will govern the interpretation of this agreement. Any action arising from this contract will be filed in Fairbanks, Fourth Judicial District, State of Alaska.
- 17.7. This agreement may be amended only in writing.
- 17.8. The contract documents constitute the entire agreement between the parties, and supersede all prior agreements, representations, and negotiations.
- 17.9. Any terms of this Agreement, by their nature, extend beyond the expiration or termination of this contract shall remain in effect until fulfilled.
18. REPRESENTATIVES. Each party may deliver notices under this agreement to the representative and address listed below:

CITY Representative: William Butler
Public Works
City of North Pole
125 Snowman Lane
North Pole, AK 99705

Contractor Representative: _____

Business Name: _____

Address: _____

FOR THE CONTRACTOR

FOR THE CITY OF NORTH POLE

Authorized Representative

Bryce J Ward, Mayor

Title: _____

Date: _____

Date: _____

Rolling Stone Inc.

6665 Richardson Hwy.
Salcha, AK 99714

Estimate

Date	Estimate #
4/20/2018	762

Name / Address
City of North Pole 125 Snowman Lane North Pole, AK 99705

			Project
Description	Qty	Cost	Total
Proposal to move leach field at 2566 Kalispel Loop, North Pole, AK			
Base price for a 5 bedroom residence	1	3,900.00	3,900.00
additional cost for the poor soils in this area . GW soils are deep	1	1,300.00	1,300.00
additional cost to remove heavily treed area where new field will be located and we will have to cross owners lawn with trucks and equipment , lawn should be repaired when finished	1	950.00	950.00
Potential cost not know until ground is broke . 1. is tank in good shape (Not rusted out) is tank large enough for a 5 bed room house ? will a lift station be required ?		0.00	0.00
New tank if needed 1500 gal . Pump old tank ,demo , install new 1500 gal tank- \$5,400.00		0.00	0.00
lift station if needed- \$4,900.00 + electric \$980	1	0.00	
Thank You for your business.		Total	\$6,150.00

Phone #	Fax #
9074889240	907-488-2634

Customer Signature _____



North Pole Fire Department

125 Snowman Lane - North Pole, Alaska 99705

Phone: 907.488.2232 Fax: 907.488.3747

Memo

To: North Pole City Council
From: Geoffrey L. Coon
Date: 5/16/18
Re: Renewal of the FBNSB EMS and Ambulance contract

The NPFDD is recommending the North Pole City Council renew the FBNSB EMS and Ambulance contract. The contract has been amended for a 2% increase. The total amount paid to the city of North Pole will be \$446,331.00. The dates of the contract shall be from July 1, 2018 through June 30, 2019.

Fire Chief

Geoffrey L. Coon



Fairbanks North Star Borough Emergency Operations Department

3175 Peger Road • PO Box 71267 • Fairbanks, AK 99707-1267 (907)459-1481 fax 459-1119

FAIRBANKS NORTH STAR BOROUGH AND CITY OF NORTH POLE EMERGENCY MEDICAL SERVICES/AMBULANCE CONTRACT RENEWAL AND AMENDMENT NO. 3

1. The parties, the Fairbanks North Star Borough and the City of North Pole hereby agree to allow for the third renewal of their Emergency Medical Services/Ambulance contract effective July 1, 2015 through June 30, 2016 for an additional one year period, July 1, 2018 through June 30, 2019.

2. This extension shall be on the same terms and conditions in the current contract and any amendments thereto, with the following amendments:

Section 3 will be modified as follows:

The Borough shall monitor the Contractor's compliance with this contract; however, the Borough shall not otherwise supervise or direct the Contractor. The Contractor is an independent contractor of the Fairbanks North Star Borough.

The Borough shall pay the Contractor for this contract the sum of \$446,331 inclusive of amounts necessary to compensate for the use of fire assets required in the course of EMS response.

Section 6C will be modified as follows:

The Borough will make semi-annual contract payments to the Contractor on or about July 15 and January 15. Each payment will be \$223,165.50.

**CITY OF NORTH POLE
EMERGENCY MEDICAL SERVICES/AMBULANCE CONTRACT**

SIGNATURE PAGE

APPROVED: _____ DATE: _____
Mayor
City of North Pole

APPROVED: _____ DATE: _____
Karl W. Kassel, FNSB Mayor

ATTEST: _____ DATE: _____
Fairbanks North Star Borough Clerk

REVIEWED BY: _____ DATE: _____
Fairbanks North Star Borough Legal Department

ORIGINALS FILED WITH: Contractor, Clerk's Office and Emergency Operations Department



CITY OF NORTH POLE

Alaska

City of North Pole Tuition Reimbursement Agreement

2.36.231 Tuition reimbursements.

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

B. Upon completion of the course, the employee shall submit evidence of successful completion and a brief written summary of the outcome of the course to their respective department head who will verify and issue the reimbursement. A copy of the transcript must be attached to the tuition reimbursement request. The employee shall sign an agreement that the tuition will be returned to the City if the employee leaves City employment within twelve months from date of completion of the course. (Ord. 16-07 § 2, 2016; Ord. 02-01 § 2, 2002; Ord. 00-04 § 2, 2000)

Department:

Police

Employee Name:

Emily Gibson

Date of request:

5-14-18

Course Work Desired:

ECONF20ZX/ ACCT F26 ZX

Education Institution:

University of Alaska Fairbanks

Course Dates:

1/12 - 5/1

Cost of Course work:

Reimbursement = \$1,212.00

Departmental Approval

This course is deemed beneficial to the City of North Pole and the employee and funds are available in the department's budget.

Department Head Signature: _____

Date: 5-15-18

City Council Approval

This agreement was approved by the City Council on the ____ day of _____,
_____: (Minutes attached)

City Clerk Attest: _____

Seal

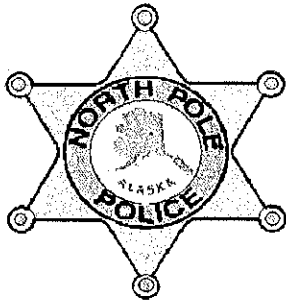
The employee agrees that the tuition will be returned to the city if he/she leaves city employment within twelve months from date of completion of the course.

Upon completion of the course, the employee shall furnish evidence of successful completion and a brief written summary of the outcome of the course to their respective department head who will verify and issue the reimbursement. A copy of the transcript must be attached to the Tuition Reimbursement Request.

Employee Signature: _____

Dept Head Signature: _____

Date: _____



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

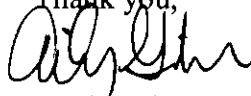
**Detective Emily Gibson
Phone: 907-488-6902
Fax: 907-488-5299**

Memorandum

**To: Chief Steve Dutra
Subject: UAF Spring Course Reimbursement
Date: 5/14/2018**

Greetings,

I am writing this memo in regards to reimbursement for courses that I completed in during the spring 2018 semester. The courses I completed were ECON 202X: Macroeconomy and ACCT 262: Principles of Managerial Accounting. ACCT 262 taught me to understand cost behavior and the impact when managing a company, we studied two different types of income statements, the difference between irrelevant and relevant costs when making business decisions, etc. ECON 202 focused on the performance of the U.S. economy as a whole. Both courses were required for my accounting degree that I am pursuing and I feel the ACCT course was well worth taking my time to learn and one of the better classes I have taken.

Thank you,

Emily Gibson

SITE MAP | HELP

LOG OUT to Help Protect Your Personal Information

30845327 Emily I. Gibson
 Spring Semester 2018
 May 14, 2018 11:16 am

Final Grades

Student Information

Current Program

Bachelor of Business Admin.

Level: Undergraduate - UAF
Program: UAF Sch Mgmt BBA Deg
Admit Term: Fall Semester 2016
Admit Type: Readmitted After Transfer
Catalog Term: Fall Semester 2016
College: UAF School of Management
Campus: UAF - Fairbanks Campus
Major and Department: Accounting, Accounting
Academic Standing:

Undergraduate - UAF Course work

CRN	Subject	Course	Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA Hours	Quality Points
33099	ACCT	F262	F03	Principles of Managerial Accounting	UAF - Fairbanks Campus	A	3.000	3.000	3.000	12.00
34620	ECON	F202X	UX1	Principles of Economics II: Macroeconomics	UAF - eLearning & Distance Ed	B-	3.000	3.000	3.000	8.10

Undergraduate - UAF Summary

	Attempted	Earned	GPA Hours	Quality Points	GPA
Current Term:	6.000	6.000	6.000	20.10	3.35
Cumulative:	152.000	140.000	140.000	423.70	3.02
Transfer:	0.000	0.000	0.000	0.00	0.00
Overall:	152.000	140.000	140.000	423.70	3.02

Select Another Term

RELEASE: 8.7.1

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North Pole Police Department

Chief Steve Dutra
125 Snowman Ln.
North Pole, AK 99705
907-488-6902
Northpolepolice.org



March 19, 2018

To: Detective Emily Gibson

Re: Tuition Reimbursement

Detective Gibson,

Your request for \$1,212.00 in tuition reimbursement for the following courses which you are enrolled in for the Spring 2018 semester, has been approved.

-ACCT F262X: Principals of Managerial Accounting
-ECON F202X: Macroeconomics

Your reimbursement will be processed upon completion of these courses with passing grades.

Thank you,

A handwritten signature in blue ink, appearing to be "SK", written over the printed name of the Chief.

Chief Steve Dutra



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

**Detective Emily Gibson
Phone: 907-488-6902
Fax: 907-488-5299**

Memorandum

**To: Chief Steve Dutra
Subject: UAF Spring Courses
Date: 1/12/2018**

Greetings,

I am writing this memo in regards to reimbursement for courses that I am planning to take this spring which include:

- ACCT F262X: Principles of Managerial Accounting
- ECON F202X: Macroeconomics

I just finished my fourth semester going towards a degree in accounting and project that I have 6-8 part-time semesters of schooling left. I will be taking the accounting class in person on Monday, Wednesday and Friday from 9:15AM-10:15AM at the UAF main campus. The economics class will be web based. The full amount of the two classes is \$1,585.00, which does not include the price of books.

I attached the cost of both classes and request reimbursement of \$1,212.00.

Thank you,

A handwritten signature in cursive script, appearing to read "Emily Gibson".

Emily Gibson

6ATL	SOM/eLearning Lower Tuition	\$606.00	
6CSF	eLearning Dist. Delivery Fee	\$75.00	
6GT	eLearning Tech Fee	\$15.00	
6NC	eLearning Network Charge	\$24.00	
FATH	UAF Athletics Fee	\$30.00	
FBTL	SOM Lower Level Tuition	\$606.00	
FCFF	UAF Facilities Fee	\$36.00	
FGT	General Technology Fee	\$15.00	
FMOL	SOM Classroom Technology Fee	\$25.00	
FNC	UA Network Charge-F	\$24.00	
FPDT	UAF Transportation Fee	\$22.00	
FSGF	UAF Student Government Fee	\$42.00	
FSLF	WC Student Life Fee	\$45.00	
FSUS	UAF Student Sustainability Fee	\$20.00	
Net Term Balance		\$1,585.00	
Net Balance for Other Terms:		\$0.00	
Account Balance:		\$1,585.00	
Current Amount Due:		\$1,585.00	



The **Current Amount Due** balance may include charges for a prior term(s) which may have different payment deadlines. Please query the prior term.



No Authorized Financial Aid exists on your record for the selected term.

Authorized Financial Aid as of Jan 12, 2018

Account Balance net of Authorized Financial Aid: \$1,585.00

Current Due net of Authorized Financial Aid: \$1,585.00

RELEASE: 8.7.1

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

City of North Pole
Director of City Services

Memo

To: North Pole City Council
From: Bill Butler
Date: May 16, 2018
Subject: Accept professional services agreement with Stantec Consulting, Inc. to generate customer service line standards in support of the Water System Expansion Project

Recommendation

Accept Stantec Consulting's professional services proposal and authorize the mayor to sign the agreement on behalf of the City to generate customer service line standards for the Water System Expansion Project for \$47,634 on a time and materials basis. The project will be fully funded on a cost reimbursement basis by the sulfolane legal settlement. Stantec's proposal is attached.

Background

Stantec has consulted with the City since 2009, primarily with utility projects, but has also consulted with developer agreements. As part of the settlement agreement between the City, Flint Hills Resources and State of Alaska related to sulfolane groundwater contamination, the parties to the agreement approved Stantec to provide engineering services to design the Water System Expansion. The Water System Expansion Projects is under construction and Stantec is providing construction administration services for the City and project team. These services include on-site inspections, review of project submittals, review of pay requests and to serve as the City's technical representative with the construction contractor.

The City requested Stantec to develop modified customer service line standards to be used for the Water System Project. The standards will also be useable within the City on existing water mains. The modified standard will use HDPE customer service lines and a Pex thaw loop. HDPE pipe has the capacity to tolerate repeated freezing before it will break. Incorporation of a Pex thaw loop will provide a mechanism to thaw the service lines if they freeze. HDPE and Pex piping is cheaper than copper which will help control project costs and will be more economical for future service line installations within the City.

The proposal includes time to assist the City with the development of special service line connections that may not be satisfied by the standards. For example, a property that requires an extremely long service connection may require modeling to determine if the pipe sizes must be increased and if a larger circulation pump is required.

The proposal also provides time to assist me with the development of the terms of service that will be the contract to provide water service to customers outside of the city limits. These new customers are not subject to the sections of North Pole Municipal Code that regulate provision of utility services within the city limits.



725 East Fireweed Lane Suite 200, Anchorage AK 99503-2245

May 15, 2018
File: 2047056203

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

Reference: North Pole 2018 Water System Expansion
Subject: Professional Services Proposal – Water Service Connections Design Revision 2

Dear Mr. Butler:

Stantec Consulting Services Inc. (Stantec) is pleased to provide you with this scope and fee proposal to assist with design of water services for the City of North Pole's (CONP) 2018 Water System Expansion Project. This proposal includes development of Standard Details and Specifications for typical residential water services as outlined below and incorporates responses to your comments on our previous proposal dated May 4, 2018.

SCOPE OF SERVICES

The scope of service for the proposed designs are as follows:

Task 1: Develop Standard Water Service Connection Details

Stantec will provide three standard details for connecting a water service to the CONP mains. Service details will be based on current Utilities Services of Alaska Inc. (USA Inc.), adapted to the needs of CONP. The water services will use a pair of HDPE pipes for the circulating service and PEX tubing for a thaw line. All services will include a circulating pump, a locate marker ball, metering and backflow devices, and specific requirements for connection to and restoration of the CONP's mainlines. The service details will not specifically address entry into the structures to be served, as there will be considerable variability in the building systems, and the connection to each structure will need to be field determined. The details will stipulate when a site or building specific engineered solution will be required. The details will be as follows:

1. **Residential Service:** A detail will be prepared for an ordinary, one or two family residence / duplex. The detail will stipulate construction and material requirements. A table will be provided identifying pipe and pump sizing requirements options based on projected demands (number of bedrooms) and / or distances (approximately 3 options). A 1-inch minimum circulating service will be provided.
2. **Multifamily or Commercial Services:** This detail will address multifamily larger than a duplex, or commercial services with higher water demands, but without sprinkler or fire protection systems. The detail will stipulate line and pump size options based on occupancy demands (number of units) and / or distances to the mains (approximately 3 options).

Professional Services Proposal – Water Service Connections Design

3. **Water Service with Fire Sprinkler System:** The final detail will address facilities requiring fire protection systems. Fire protection systems will require site specific design by the property owners registered fire protection contractor. Accordingly, the detail for these services will show the minimum required material, construction, and backflow prevention requirements; however, selection of the specific pipe sizes will be directed to the property owner's fire protection contractor, to be determined based on flow requirements and available pressures. Basic requirements for the interior fire piping with water meter, and separate branches to domestic and sprinkler systems will be included.

Additionally, Stantec will provide a detail showing disconnecting and separation of the existing private well from the new water system, to include establishment of a hose bib served by the well, should the homeowner elect to retain their well.

Task 2: Develop Standard Water Service Specifications

Standard specifications will be developed to accompany the details. Specifications will speak to service materials and construction in a format similar to the existing CONP service standards, updated for current materials, and organized to match the new details. Requirements for disconnection of existing water systems (i.e. wells) and backflow prevention requirements will be included. Backflow prevention will consider cases in which the homeowner retains the existing well. Details will be incorporated into the final submittal.

Task 3: ADEC Coordination

Following submission of draft details and specifications and receipt of CONP comments, a submission will be made to ADEC for review and comment. A final submittal will be provided upon receipt of ADEC comments. Note that ADEC does not generally review and approve service lines, the submission to ADEC is more of an informational, courtesy submission given the large scale of the overall project.

Task 4: City Support

We will review and otherwise assist the City with review and revision of a standard service connection application and terms of service for customers outside the city limits.

Task 5: Project Management

The Stantec project manager will review all deliverables before submittal, as well as prepare and submit invoices and monitor completion of tasks and deliverables.

ASSUMPTIONS AND/OR EXCLUSIONS

- Submittals will be electronic only, in PDF format.
- Stantec is not providing site specific right-of-way permitting for the water services; where required DOT or FNSB ROW permits will be the responsibility of contractor/customer. Stantec will coordinate and negotiate general permitting requirements with DOT and FNSB, for inclusion in the specifications where appropriate.
- Design of site specific services, support during construction such as field inspections, meetings with construction contractor(s) and/or customers, support to CONP operators staff for service

Design with community in mind

Professional Services Proposal – Water Service Connections Design

startup, and other related follow on field work is not included at this time. Should CONP desire these services in the future, Stantec will perform them on a time and materials basis to the extent directed by CONP.

- Items not specifically included in the scope outlined herein are not part of our proposal. Where either Stantec or CONP identify additional work that may benefit the project, the work can be provided by amendment at contract rates as CONP directs.

SCHEDULE

Draft details and specification will be prepared within 6 weeks of NTP. Upon receipt of comments the submittal to ADEC will be prepared within 2 weeks and a final submittal provided to CONP within 2 weeks of ADEC response.

FEE

The services described here will be provided to CONP in accordance with the Professional Service Terms and Conditions previously negotiated and agreed to between Stantec and CONP and attached. This work may be completed by change order to the existing agreement or a separate agreement. The total estimated fee for proposed services is \$47,634 to be performed on a time and materials basis.

Services will be performed at the standard Stantec billing rates in effect at the time services are provided, subject to annual adjustment. Direct expenses will be invoiced at cost plus ten percent (10%). Travel, lodging, vehicles, and supplies will be invoiced at cost, without markup.

A worksheet showing the development and assumptions inherent in this fee is attached. The project will be invoiced monthly.

CLOSURE

We appreciate this opportunity to propose on this work and look forward to working with you on the successful completion of this project. If you have any questions, or would like to discuss the scope of work, please contact me or Bruce Robson by phone at (907)276-4245.

Thank you,

Stantec Consulting Services Inc.



Dean Syta
Principal
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Attachment: Fee Worksheet
c. File



	Quality Control/Senior Advisor Zane Shanklin, P.E.	Project / CA Manager Dean Syta, P.E.	Design Group Lead Wesley Hopwood PE	Civil Engineering / Inspector Jeromy Jones PE	CAD Drafting Anna Marie Courtright	Process Engineer Brian Miskill PE	Building Mechanical Jason Thoma	Building Electrical Lucas Schneller	Administrative Support Ursula Dickinson	Total Hours	Labor Costs	Expenses	TOTAL COSTS
Hourly Rate - will be charged at rate in effect each year	\$234	\$216	\$158	\$148	\$129	\$216	\$179	\$179	\$139				
Water Service Design													
Task 1: Develop Standard Water Service Connect Details													
Detail Drawings		8		40	40	8	8	16		120	\$ 18,832		\$18,832
Special Designs - NOT INCLUDED													
Task 2: Develop Standard Water Service Connect Specifications		16	40			4	4	16	20	100	\$ 17,000		\$17,000
Task 3: ADEC Coordination		8	8							16	\$ 2,992		\$2,992
Task 4: City Support													
Service Connection Application Revision		2	8					2	2	14	\$ 2,332		\$2,332
Terms of Service Review		2	4							6	\$ 1,064		\$1,064
DOT / FNSB Permit Coordination			10							10	\$ 1,580		\$1,580
Task 5: Project Management		2	8						4	14	\$ 2,252		\$2,252
Quality reviews	2	4								6	\$ 1,332		\$1,332
Printing, Office Supplies												\$250	\$250
Sub-total hours	2	42	78	40	40	12	12	34	26	286			
Sub-total fees	\$468	\$9,072	\$12,324	\$5,920	\$5,160	\$2,592	\$2,148	\$6,086	\$3,614		\$47,384	\$250	\$47,634