



CITY OF NORTH POLE
Regular Meeting June 11, 2018
North Pole Council Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, June 11, 2018
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 Skippis – 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**
- 7. Council Member Questions of the Mayor**
- 8. Communications from Department Heads, Borough Representative and the City Clerk**
- 9. Ongoing Projects Report**

- a. Santa's Senior Center Remodel Project Report and Opportunity for Public Comment.

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

11. Old Business

12. New Business

- a. Ordinance 18-12, An Ordinance of the City of North Pole, Alaska to Amend Title 2, Personnel System, Chapter 36, Section .480 Insurance and Disability Benefits.
- b. Ordinance 18-13, An Ordinance of the City of North Pole, Alaska to Amend Title 2, Administration and Personnel Chapter 36 Personnel System, Section 410 Regarding Leave and Adding Section 415 Voluntary Leave Bank Program.
- c. Request to Approve the Purchase of Motorola Portable Radios From ProComm Alaska for \$48,582.26 Under the Department of Homeland Security Grant 20-SHSP-GY17.
- d. Liquor License Renewal for Pagoda Chinese Restaurant.
- e. Liquor License Renewal for Loyal Order of Moose #306.
- f. Request to Accept a Department of Justice FFY17 Edward Byrne Memorial Justice Assistance Grant (JAG) From the Department of Public Safety in the Amount of \$82,100.00
- g. Resolution 18-04, A Resolution Dedicating the North Pole Utility Pump House on Peridot Street as the Howard 'Buzz' Otis Memorial Pump House.

13. Council Comments

14. Adjournment

Detailed information and copies of agenda documents may be obtained at the Office of the City Clerk, 125 Snowman Lane or on the City website www.northpolealaska.com . Notice of Council Action is available at City Hall and on the City website following the meeting. Council Meetings are aired live via audio streaming from the City's website. Inquiries concerning ADA compliance or accommodations should be directed to the City Clerk.



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 21, 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 21, 2018 to order at 7:03 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

Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Ms. Welch

APPROVAL OF AGENDA

Mr. Thompson *moved to approve the agenda of May 21, 2018*

Seconded by Mr. Skipps

DISCUSSION

None

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

Old Business:

- b.** Ordinance 18-11, An Ordinance of the City of North Pole, Alaska to Amend the 2018 Operating Budget to Purchase New SCBA Equipment.

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.

Seconded by Ms. Welch

Discussion

Mr. Thompson added item c under new business to the consent agenda.

On the amendment

PASSED

Yes: 6 – Skipps, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 1 - Hedding

On the Agenda as amended

Discussion

None

PASSED

Yes: 6 – Skipps, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 1 - Hedding

APPROVAL OF MINUTES

Mr. Thompson *moved to* **approve the Minutes of May 07, 2018**

Seconded by Mr. Claus

Discussion

None

PASSED

Yes: 6 – Skipps, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 1 - Hedding

COMMUNICATIONS FROM THE MAYOR (Audio 4:30)

- The City of North Pole is now an Association of Defense Community Partner. Members from the ADC board were in town two weeks ago to tour our bases and look at the community. The Fairbanks North Star Borough is planning to partner with the ADC to put on a defense community summit in 2019. For more information, please visit their website at www.defensecommunities.org.
- I was able to participate in the FNSB senior citizen recognition day at the Carlson Center. The three mayors recognized many in the community but we got a special opportunity to recognize Patricia Therman for her volunteerism.
- I was honored to speak at the Police Memorial Service at the Trooper Park in North Pole on May 11th. The event was well attended and the lunch provided afterwards was done at North Pole Worship Center and much thanks for letting us use the facility.
- The 4th of July Festival Committee is in need of volunteers, parade entrants, festival vendors, and softball players. This year the softball game is North Pole vs Eielson. The next meeting will be Tuesday, May 29th at 6pm at City Hall. Please come help make this a fun event.
- Tuesday, May 15th was the North Pole High School graduation and as always, it was a great experience. Congratulations to our graduates.
- Last weekend was a great weekend in North Pole. We had the Fire Department open house, which was a great success, and Cruis'n with Santa put on by the North Pole Optical Lions.
- Today for Arbor Day, the City planted a new Christmas tree out front by the Peace Pole. Thank you to North Pole Public Works for planting the tree.

COUNCIL MEMBER QUESTIONS OF THE MAYOR (Audio 8:20)

- **Mr. Thompson** stated he heard good comments about Mayor Ward's speech at the Police Memorial.

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Fire Dept., Chief Coon (Audio 38:16)

- May 19th was our annual open house and would like to thank all of the Council members that came out with their families. By all accounts, this year was another hit. Captain Haywood and the members of NFPD put on a well thought out and organized event. Captain Haywood has posted pictures of the event on our Facebook page.
- I attended the National Fire Academy last week in Emmetsburg, Maryland. The class

focused on strategies for success. I also spent a fair amount of time in the library researching funding alternatives for emergency medical and fire services.

- Department members are in training for a state certified Fire Apparatus Driver Operator class. This class is 80 hours and gives our members a state and national cert.
- Laserfiche project is still ongoing.
- On 5/11/18, we had a significant wind event that had numerous trees down on power lines and across road ways. Until we are completely greened up, there is still a significant wildland fire threat.
- Airpack grant update: ordinance 18-11 – second reading tonight.
- Fleet Maintenance Report:
 - Engine 21 is still down for repairs. Parts came in late last week and Deputy Chief Heineken worked over the weekend to rebuild the pump transmission. Engine 21 has been out of service for 38 days and Engine 22, which is 25 years old, has been assigned to first our duties. This is a good reminder to the Council the need to fund fire apparatus replacements.
 - Squad 24 wildland pump is still out of service due to a catastrophic failure in the pump. Squad 24 is 25 years old and parts are difficult to come by. I will keep the Council up to date on the status of the squad.
- **Mr. Claus** asked if 2 out of the 3 in-house resident spots are filled. Chief Coon replied that yes, there is still 1 vacant position. They went to NPHS recently to talk about firefighting and are trying to find local talent.
- **Mr. Isaacson** thanked Chief Coon for attending the fire academy and asked if it has been awhile since he was last there. Chief Coon replied that he tries to make it every other year and his goal is to make it there 20 times by the time he is done working.
- **Ms. Welch** gave kudos for the nice open house.

Police Dept., Chief Dutra (Audio 8:50)

- First Net – explained the service, new pricing, and what it means.
- Went through the stats from the department.
- File cabinets, tires, rims, storage shelves, and a 10 year old copier are at the auction house.
- U MOT update and NPMC – changes will take time.
- JAG 2018 grant is finally out so we are working to meet the May 25th deadline.
- Awards banquet is June 1st. May officers are receiving awards so if you are interested in attending, please let me know.
- ALiCE – many attendees are community businesses, churches, and organizations that will be able to share what they have learned.
- I attended the FNSBSD meeting for crises team training and roll out.
- Granite laser etched plaques for the Memorial Park have arrived and will be mounted shortly.
- New patrol cars have arrived in Anchorage. Outfitting and decals will take about a

month. Lt. Lindhag secured new lights donated by Sound Off worth about \$2000.

- As you know, I sent you the good news about my appointment to APSC. I am the 1st NP Chief to ever sit on the board.
- During our search for psych evaluations for the evidence custodian, I found a company to do ours for \$400.
- Search for the evidence custodian continues – we started with 16 candidates and are down to 11. A lot of time and resources goes into screening each candidate.
- Police Memorial – shout out to all my employees who helped – thank you.
- Torch Run – Officer Phil McBroom won for men. Also participating were my daughter, Lt. Lindhag, and Officer Jim McBroom. Thank you to all those folks for supporting.
- Lt. Lindhag received a glowing thanks for helping a citizen with a PFD problem and her car alarm. She brought him a plant to say thank you.
- **Mr. Skipps** asked for an update on the evidence vehicle. Chief Dutra stated there has been some movement but that Emily has been slammed with sexual assault cases and other investigations as well as the backgrounds on the evidence custodian applicants. The vehicle has the basics so it can be used now if needed.
- **Mr. Thompson** asked if there was any word on the HIDTA designation and what that means for North Pole. Chief Dutra stated that HIDTA is the High Intensity Drug Traffic Area and that there is a 15 member board that we have been invited to be a part of with the other local departments. So that will give us a say in how the funds are spent.
- **Mr. Isaacson** asked if Chief Dutra was looking into the bills recently passed to correct SB91 and how that affects us. Chief Dutra replied that he hasn't had time to study the changes because these bills came as a big surprise but he will look into it.

Finance, Tricia Fogarty

None

Director of City Services, Bill Butler (Audio 29:54)

Building Department

- In process of plan reviews and permitting the residential and commercial projects reported at the last Council meeting.

Public Works

- Public Works has hired five summer employees.
- Street sweeping is underway.
- Building additional benches and trash cans for installation along Badger Road.
- Flowers for roundabouts and planters have been ordered with expected installation in early June.
- **Mr. Isaacson** asked if the street sweeping was just for the main roads or if the smaller roads would be taken care of as well. Mr. Butler replied that anywhere the City put gravel down, we will be taking back up.

Utility Department

- Sulfolane settlement.
 - HDPE pipe installation continues in 12 Mile Village and along Hurst Road.
 - Peridot Road pump house beginning to construct forms and install subsurface piping.
 - Initial renovation work beginning at the water treatment plan – raising steel framework and preparing for a new generator.

Natural Gas Utility Board

- Scheduled vote to finalize purchase and sales agreement on May 29, 2018.
- IGU is exploring an alternative approach from Siemens that would provide a “turnkey” means to supply gas to the interior.
- **Mr. Isaacson** asked for an explanation of the Siemens approach. Mr. Butler explained that the Siemens units are smaller than the Pentax units so you add as needed. Also, they are not owned by IGU and Siemens uses rail cars rather than trucks so it is more efficient.

Borough Representative

None

City Clerk’s Office, Judy Binkley (Audio 48:14)

- Last week the other local clerks and I were part of the “election workshop” hosted by the League of Women Voters. It was the first year this event was held and turnout was great. The clerks talked about the seats we each have open and important dates candidates will need to know. The League did a presentation on APOC and finally there were guest speakers who talked about their experiences when they were in office. Our next event will be the “candidate open house” on July 7th.
- I completed payroll on my own last week and it went pretty smoothly.
- We just received the renewal information for the health insurance plan. Mayor Ward and I have a call with the insurance brokers tomorrow morning to discuss the options. We will be going over that with Council at our next meeting.
- As a reminder, the June Council meetings will be the 2nd and 3rd Monday (the 11th and 18th) as I will be in clerk training the 1st week of June.
- **Mr. Skipps** asked what the candidate open house was. Clerk Binkley explained that the candidate open house is an event where the local clerks get together and have information about their municipality, the seats that will be open this year, and the requirements to run for elected office. It’s an opportunity for those who are seriously thinking about running for office to ask questions and pick up information.

ONGOING PROJECTS

None

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

None

OLD BUSINESS

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. (Audio 50:40)

Mayor Ward introduced the ordinance.

Public Comment

None

Mr. Thompson *moved to* adopt 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.

Seconded by Ms. Welch

Discussion (Audio 51:45)

Mr. Isaacson *moved to* amend 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 by deleting the colon on line 37 after “North Pole” and adding “to designate the entire North Pole city limits as a military facility zone.”

Seconded by Mr. Thompson

Mr. Isaacson stated this amendment is to clarify the ordinance.

On the amendment

PASSED

Yes: 6 – Skippis, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 1 – Hedding

Discussion on the motion as amended

None

On the motion as amended

PASSED

Yes: 6 – Skipps, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 1 – Hedding

NEW BUSINESS

REQUEST TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH STANTEC CONSULTING, INC. TO DEVELOP CUSTOMER SERVICE LINE STANDARDS FOR THE WATER SYSTEM EXPANSION PROJECT. (Audio 53:45)

Bill Butler introduced the request.

Public Comment

None

Mr. Thompson *moved to approve the professional services agreement with Stantec Consulting, Inc. to develop customer service line standards for the water system expansion project.*

Seconded by Mr. Skipps

Discussion

None

PASSED

Yes: 6 – Skipps, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 1 - Hedding

COUNCIL COMMENTS (Audio 1:01:20)

Mr. Skipps - None

Ms. Welch – Thank you to the fire department for the open house. I also attended Cruis’n with Santa and that was a lot of fun.

Mr. Isaacson – Mr. Skipps was one of the organizers for Cruis’n with Santa and it was a nice event. Chief Coon also did a good job with the open house. It was a fun day at North Pole because the day care had a big jumpy house so as kids left the fire station, there was another activity.

Mr. Claus – Had the great pleasure of meeting with some of the folks visiting from Thailand. They are having a celebration this Saturday. Also, this Thursday is red nose day which is an anti-child poverty campaign.

Mr. Thompson – None

Mayor Ward – Next Monday is Memorial Day. Also the Visitor's Center opens that weekend. Tomorrow at 6pm is the KJNP conditional use tower hearing at the Borough Chambers. The Thailand delegation has an event on the 26th from 11-1 so if anyone from Council would like to go, I will be happy to share the information after the meeting.

Ms. Welch *moved to adjourn the meeting at 8:11 p.m.*

Seconded by Mr. Skipps

The regular meeting of Monday, May 21, 2018 adjourned at 8:12 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, June 11, 2018.

Bryce J. Ward, Mayor

ATTEST:

Judy Binkley, 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: City of North Pole Staff, North Pole City Council
From: Mayor Ward
cc:
Date: May 25, 2018
Re: Health Insurance, employee contributions

Council,

Please review attached ordinance 18-12, which would increase the employee contribution to the health care plan up to the maximum allowed to maintain our grandfathered status under the Affordable Healthcare Act (ACA). The City is experiencing a large increase this year due to the experience of the plan and it is my recommendation to increase the employee contribution to help cover the increases. The employee increase is roughly 11.5%, this increase is equal to a \$2.31 per pay period increase for individual employees and a \$9.25 per pay period increase for dependents.

This Ordinance will be presented to the council on the June 11th council meeting and considered for approval June 18th, at the same time as the plan renewal. I encourage you to participate in the discussion and welcome the input, thank you.

Sincerely,

Mayor Bryce J. Ward

**CITY OF NORTH POLE
ORDINANCE 18-12**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA
TO AMEND TITLE 2, PERSONNEL SYSTEM, CHAPTER 36,
SECTION .480 INSURANCE AND DISABILITY BENEFITS.**

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 City of North Pole continues to see an increase in health care cost, reflective of the market; and

WHEREAS, the City Council recognizes budgetary constraints and desires to make changes to the plan to continue to be able to offer health care coverage; and

WHEREAS, the City of North Pole desires to maintain grandfather status of our health care plan; and

WHEREAS, the City's health care plan, even with proposed changes, is still a competitive plan when compared with other plans of like sized organizations.

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 2 - Administration and Personnel, Chapter 2.36 - Personnel System, Section 2.36.480 – Insurance and disability benefits, is amended in the North Pole Code of Ordinances as follows [new text in underlined italicized red font; deleted text in strikethrough font]:

2.36.480 Insurance and disability benefits.

A. Medical and Hospital Insurance. The city shall make available employees' health and life insurance for family members. All permanent employees and dependents, may at their option, participate in the City's group health care and life insurance benefits programs. Employees shall pay a ~~\$45 (forty-five dollar)~~ *\$50 (fifty dollar)* monthly premium for coverage, and a ~~\$175 (one-hundred-seventy-five dollars)~~ *\$195 (one-hundred-ninety-five dollar)* monthly premium for dependent coverage. A Flexible Spending Account is available to those employees who wish to participate in the program.

Section 3. Effective Date. This ordinance shall be effective on June 25, 2018.

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:

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

City of North Pole
Office of the Mayor

Memo

To: City of North Pole Staff, North Pole City Council
From: Mayor Ward
cc:
Date: May 30, 2018
Re: Leave Bank Ordinance

Council,

Please review the attached ordinance, which would change the process of our leave assistance code. The new process would create a leave bank in which employees would be able to donate leave for those who may need assistance, once their leave is exhausted for a medical or other qualifying reason. Leave would be donated at the hourly rate of the employee donating leave and withdrawn based on the hourly rate of the employee to receive the benefit. I am proposing the leave bank be limited to \$10,000 and it would not expire between years if not used. It is my hope that this new process will be fair and equitable for all employees and provide an additional level of safety for employees that endure a qualifying hardship.

This Ordinance will be presented to the council on the June 11th council meeting and considered for approval June 18th. I encourage all employees to participate in the discussion.

Sincerely,

Mayor Bryce J. Ward

**CITY OF NORTH POLE
ORDINANCE 18-13**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA
TO AMEND TITLE 2, ADMINISTRATION AND PERSONNEL
CHAPTER 36 PERSONNEL SYSTEM, SECTION 410
REGARDING LEAVE AND ADDING SECTION 415
VOLUNTARY LEAVE BANK PROGRAM**

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

WHEREAS, the City desires to create programs to help employees who may need assistance due to a family emergency; and

WHEREAS, City employees are given the opportunity to help another employee who is in need; and,

WHEREAS, the current city code already allows for leave to be donated to an employee in need; and,

WHEREAS, the proposed new code gives greater clarity to how a leave program can be operated with equal application to all employees.

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 2 Administration and personnel, Chapter 36 Personnel systems is amended in the North Pole Code of Ordinances as by inserting the text underlined, and removing the lines that have been ~~stricken~~:

2.36.410 Leave.

A. All full-time employees shall be granted leave time in hours per month, as per the following table:

Employees Hired After January 1, 1990			
Employee	2 years or less	2 – 4 years	5 years or more
40 hrs/week	10.75	17.3	21.8
19-day cycle	14.25	23	28.75
Employees Hired Prior to December 31, 1989			
Employee	1 year or less	1 – 3 years	4 years or more
40 hrs/week	12	18	24

Employees Hired Prior to December 31, 1989			
Employee	1 year or less	1 – 3 years	4 years or more
19-day cycle	17.25	26.25	34.5

B. New employees shall not be eligible for leave during their first ninety days of employment, although leave shall accrue from the beginning of employment.

C. Monetary compensation (leave buy-out) can be authorized up to a maximum of eighty hours (one hundred twenty hours for personnel on the nineteen-day cycle shift) per calendar year with the approval of the department head. An employee must have sixteen hours remaining for forty-hour-per-week employees and twenty-four hours remaining for nineteen-day cycle employees after compensation in order to be eligible.

D. Department heads/~~acting department heads~~ or designees are the sole approving authority on leave. Approval considerations shall be based upon department operation requirements and the desire of the employee. Leave may be canceled or amended to allow the department to meet emergency situations. However, leave may not be canceled or amended to avoid paying overtime.

E. An employee who is unable to report to work for any reason without prior approval shall report the reason for his absence to his department head as soon as possible after the time he is expected to report for work. Leave with pay shall be allowed on a case-by-case basis. The department head shall determine whether or not an employee's reason for absence warrants leave with pay. It is the responsibility of the employee to provide substantiation of their reason for not appearing for work.

F. Unused leave shall be compensated at the current rate of pay at the time of resignation or dismissal of an employee.

G. Leave can accrue from year to year with a maximum accrual of three hundred twenty hours, except that the maximum leave accrual for nineteen-day cycle shift personnel shall be four hundred twenty hours. When an employee's leave accrual reaches the maximum limit they must elect either to receive monetary compensation or take leave subject to the provisions of subsection (C) of this section to reduce the accrued leave below the maximum level. If an employee changes from a nineteen-day cycle shift to a forty-hour-a-week shift, or vice versa, any leave that is over the maximum after conversion (see subsection (G)(1) of this section for conversion) for that shift schedule must be sold or taken as stated in this subsection. The office responsible for payroll operations shall ensure compliance with this subsection.

1. The formula for converting the accrued leave of an employee who goes from a forty-hour-per-week shift to a nineteen-day cycle shift, or vice versa, shall be as follows:

a. From a forty-hour-per-week shift to a nineteen-day cycle shift: Multiply the current accrued leave balance by the current hourly rate of pay for the forty-hour-per-week shift and divide this total by the nineteen-day cycle hourly rate. The result will be the new accrued leave balance.

63 An example is as follows where:

64 (a) = current leave balance;

65 (b) = hourly rate of pay for forty-hour-per-week shift;

66 (c) = hourly rate of pay for nineteen-day cycle shift;

67 (d) = new accrued leave balance.

$$\frac{(a) * (b)}{(c)} = (d)$$

68 b. From a nineteen-day cycle shift to a forty-hour-per-week shift: Multiply the current accrued
69 leave balance by the current hourly rate of pay for the nineteen-day cycle shift and divide this
70 total by the forty-hour-per-week shift hourly pay rate. The result will be the new accrued leave
71 balance.

72 An example is as follows where:

73 (a) = current leave balance;

74 (b) = hourly rate of pay for forty-hour-per-week shift;

75 (c) = hourly rate of pay for nineteen-day cycle shift;

76 (d) = new accrued leave balance.

$$\frac{(a) * (c)}{(b)} = (d)$$

77 ~~H.—An employee may voluntarily donate unused leave he or she has accrued to another City~~
78 ~~employee who has exhausted his leave time and who is seriously ill or injured, or to care for an~~
79 ~~immediate family member who is seriously ill or injured. No employee may voluntarily donate~~
80 ~~leave from their account if the donation will cause their account to drop below sixteen hours of~~
81 ~~leave for a forty hour per week shift employee or twenty four hours for a nineteen day cycle~~
82 ~~employee. In computing the value of the donated leave, the leave donated will be valued at the~~
83 ~~rate earned by the donating employee at the time of the donation.~~

84 I. H. All personnel not working the nineteen-day cycle shift will accrue leave as forty
85 hours/week employees.

86 **2.36.415 Voluntary Leave Bank Program**

- 87 A. The Leave Bank program is for employees who are experiencing a personal or family
88 medical emergency, and has exhausted his or her available paid leave. The Leave Bank
89 program can also provide maternity leave once the employee has exhausted their
90 available paid leave. The City Clerk and Mayor will determine how much donated leave
91 an employee may receive from the leave bank. Any unused donated leave will be
92 returned to the leave bank. Donated leave will be withdrawn from the leave bank at the
93 current hourly rate of the employee to receive the benefit.
- 94 B. The following definitions are to be used for qualified leave bank request:
- 95 a. Medical emergency: a medical emergency is a medical condition of either the
96 employee or the employees family member that is likely to require the employee
97 to be absent from duty for a prolonged period and to result in a substitution loss of
98 income because of the employees lack of available paid leave
- 99 b. Maternity leave: the employee must have given birth to a child or have adopted a
100 child or been placed with a foster child (in either case, the child must be age 17 or
101 younger). The adoption of a child by a new spouse is excluded from this policy.
- 102 c. The definition of *family member* covers a wide range of relationships, including
103 spouse; parents; parents-in-law; children; brothers; sisters; grandparents;
104 grandchildren; step parents; step children; foster parents; foster children;
105 guardianship relationships; as applicable.
- 106 C. The City Clerk and/or Mayor shall hear all requests for leave and rule on them quickly.
- 107 a. Leave shall be drawn from the leave bank based on the current regular wage of
108 the applicant.
- 109 b. The leave bank may not have any more the \$10,000 of leave accrued at any one
110 time.
- 111 D. In order to receive donated annual leave, a leave bank member who is affected by a
112 personal or family medical emergency, or maternity leave, must make written application
113 to the City Clerk. If the member is not capable of making written application, a personal
114 representative may make the application on behalf of the employee to the City Clerk.
- 115 a. Each application should include:
- 116 i. The name, position title, and grade or pay level of the leave bank member.
- 117 ii. The reasons transferred leave is needed, including a brief description of
118 the nature, severity, and anticipated duration of the medical emergency,
119 and if it is a recurring one, the approximate frequency of the medical
120 emergency affecting the leave bank member.

iii. If required by the City Clerk or Mayor, certification regarding the medical emergency from one or more physicians or other appropriate experts. (The agency must pay the expenses associated with obtaining agency-required certification from more than one source.)

iv. Any additional information required by the City Clerk or Mayor.

E. Employees may donate leave to the leave bank with a written request to their respective department head. Leave will be deposited on behalf of an employee at their current regular wage into the leave bank.

Section 3. 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 Police Department

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



May 30, 2018

To: North Pole city Council:

Re: Purchase of equipment: Amount \$48,582.26
Grant 20-SHSP-GY17
PDB#1

I would like to request permission to purchase Motorola portable radios from ProComm Alaska for \$48,582.26 under a Department of Homeland Security Grant 20-SHSP-GY17. These grant funds have already been placed into the 2018 City budget and an approved PMR for sole source procurement from DHS&EM has been obtained.

The purchase is NASPO compliant and meets or exceeds the City of North Pole's purchasing requirements listed under NPMC 4.16.050. It also is necessary that we purchase Motorola radios to maintain integration standards for both police and fire and use back stock of Motorola accessories.

Thank you for your time.

A handwritten signature in blue ink, appearing to read "Steve Dutra", is written over the printed name "Chief Steve Dutra".

Chief Steve Dutra

**MOTOROLA SOLUTIONS****Quote Number:** QU0000434468**Effective:** 14 MAR 2018**Effective To:** 28 DEC 2018**Bill-To:**NORTH POLE, CITY OF
125 SNOWMAN LN
NORTH POLE, AK 99705
United States**Ultimate Destination:**NORTH POLE, CITY OF
125 SNOWMAN LN
NORTH POLE, AK 99705
United States**Attention:****Name:** Steve Dutra
Phone: 907-488-6902**Sales Contact:****Name:** Angela Parker
Email: aparker@procommak.com
Phone: 907-563-1176**Contract Number:** NASPO ValuePoint**Freight terms:** FOB Destination**Payment terms:** Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	5	H98KGF9PW6BN	APX6000 VHF MHZ MODEL 2.5 PORTABLE	\$3,026.00	\$2,208.98	\$11,044.90
1a	5	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	\$515.00	\$375.95	\$1,879.75
1b	5	Q58AL	ADD: 3Y ESSENTIAL SERVICE	\$110.00	\$110.00	\$550.00
1c	5	QA01648AA	ADD: ADVANCED SYSTEM KEY - HARDWARE KEY	\$5.00	\$3.65	\$18.25
1d	5	Q498AY	ENH: ASTRO 25 OTAR W/ MULTIKEY	\$740.00	\$540.20	\$2,701.00
1e	5	Q629AK	ENH: AES ENCRYPTION	\$475.00	\$346.75	\$1,733.75
1f	5	QA01843AA	ADD: MANDOWN OPERATION	\$150.00	\$109.50	\$547.50
1g	5	H38BT	ADD: SMARTZONE OPERATION	\$1,200.00	\$876.00	\$4,380.00
1h	5	Q361AR	ADD: P25 9600 BAUD TRUNKING	\$300.00	\$219.00	\$1,095.00
2	5	NNTN8863A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 100-240VAC, US/NA PLUG	\$170.00	\$124.10	\$620.50
3	7	H51KDF9PW6AN	APX 4000 VHF MHZ MODEL 2 PORTABLE	\$1,963.00	\$1,432.99	\$10,030.93
3a	7	QA02756AB	ENH: 3600 OR 9600 TRUNKING BAUD SIN	\$1,570.00	\$1,146.10	\$8,022.70
3b	7	H885BK	ADD: 3Y ESSENTIAL SERVICE	\$90.00	\$90.00	\$630.00
3c	7	QA04865AA	ADD: TWO KNOB CONFIGURATION	-	-	-
3d	7	H499JU	ENH: SUBMERSIBLE (DELTA T)	\$250.00	\$187.50	\$1,312.50
3e	7	QA04934AA	ALT: IMPRES LI-ION 2500MAH RUGGED UL (NNTN8560)	\$50.00	\$37.50	\$262.50
3f	7	QA01648AA	ADD: ADVANCED SYSTEM KEY - HARDWARE KEY	\$5.00	\$3.65	\$25.55
3g	7	QA01843AE	ADD: MANDOWN OPERATION	\$150.00	\$109.50	\$766.50
4	7	PMPN4174A	CHGR DESKTOP SINGLE UNIT IMPRES, US/NA	\$69.25	\$50.55	\$353.85
5	7	PMMN4083A	IMPRES RSM DELTA-T,	\$125.00	\$91.25	\$638.75
6	7	NNTN8560A	BATT IMPRES LIION TIA4950 IP67 2500T	\$159.65	\$116.54	\$815.78
7	5	PMNN4485A	BATT IMPRES 2 LIION R IP68 2550T	\$127.00	\$92.71	\$463.55
8	5	PMMN4062A	IMPRES RSM, NOISE CANC. EMERGENCY BUTTON 3.5MM JACK IP54	\$117.70	\$85.92	\$429.60
9	5	RLN4941A	REC ONLY EARPIECE W/TRANSLUCET TUBE	\$71.07	\$51.88	\$259.40

Total Quote in USD**\$48,582.26**

THIS QUOTE IS BASED ON THE FOLLOWING:

1 This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal.

If you wish to purchase the quoted products, Motorola Solutions, Inc. ("Motorola") will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged.

Thank you for your consideration of Motorola products.

2 Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.

3 Purchaser will be responsible for shipping costs, which will be added to the invoice.

4 Prices quoted are valid for thirty(30) days from the date of this quote.

5 Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping.

MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

Procurement Method Report Sole Source / Inadequate Competition

Use this form for Procurements (purchases/orders) that are Sole Source or Inadequate Competition. (Note: this is not the same as a pre-bid contract, if the purchase is using a pre-bid contract please use the appropriate form.)

Sub recipients shall accomplish **three (3)** requirements with this form: (1) identification of procurement method, (2) SAMS check, and (3) certification signature. (Project Manager's signature is adequate certification that competition was done, and that the Sub recipient is complying with the most stringent procurement procedures-whether federal, state, or local).

Reminder: Procurements must be conducted applying the most stringent of applicable procurement requirements (whether federal, state or local). Jurisdictions must adhere to their local requirements for all procurements if they are more stringent than those listed below.

Sub recipient: City of North Pole

Grant Award/Disaster Number: 20-SHSP-GY17 PBD/PW: PBD#1

Procurement Method (per each Purchase/Order)

This may include multiple invoices for each purchase or order.

NOTE: DHS&EM will no longer approve (nor reimburse) this type of procurement after the purchase is made. E-mail to mva.grants@alaska.gov for approval

Sole Source/Inadequate Competition	
Vendor:	ProComm
Purchase Amount:	\$49,488.74
Justification for Vendor Selection – Provide justification for Vendor Selection in the below box. Please include any written supporting documents providing justification for vendor selection. Explanations of exemptions must contain findings of fact. Evidence must be included, consisting of material facts sufficient to independently determine that the findings of fact listed are true and accurate. Factual evidence may consist of written documents, records, supporting data, affidavits, or other information proving that the findings of fact are true and accurate. Itemized listings of findings of fact and material factual evidence should be included or attached.	
The City of North Pole uses Motorola radios for all their communications. In order to maintain compatibility we are looking at purchasing radios from the Motorola dealer for Alaska. ProComm is the dealer for these radios. We have reached out to them for an estimate and they can provide these portable radios for under \$50,000.00	
Send to DHS&EM for approval prior to purchase	

System for Award Management (SAMS) report is required for selected vendor

SAMS Report is a Mandatory Subrecipient Action	
<input checked="" type="checkbox"/>	1. Check System for Award Management (SAM) for debarment/suspension.
<input checked="" type="checkbox"/>	2. Print SAMS report page and attach to this form.

Certification

I certify the above information is true and accurate. Documents related to this procurement are on file and available upon request.

Project Manager's Signature

Date

Printed Name and Title

E-mail signed form to mva.grants@alaska.gov

DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT			
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Returned for Further Justification	Date
SAA/GAR Point of Contact or Authorized Representative Bill Dennis			Date 3-15-18

PMR Sole Source / Inadequate Competition

1 of 4

Revised October 2017

125 Snowman Lane
North Pole, AK 99705
P: 907-488-8583
F: 907-488-3002
judy.binkley@northpolealaska.org

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

Memo

To: North Pole City Council
From: Judy L. Binkley
CC: Mayor Ward
Date: June 6, 2018
Re: Liquor License Renewal

City Council Members,

The ABC Board has contacted the City of North Pole as the following business is renewing their license within our jurisdiction.

License Type:	Package Store	License Number:	2851
Licensee:	First Security Investments Inc.		
Doing Business As:	Pagoda Chinese Restaurant		

The ABC Board is required under Alaska Statute to notify the City in writing that this establishment is renewing their liquor license so the City Council can file a “protest” if they so desire.

The City Council is provided information on any complaints regarding the establishment from the Police Department, Fire Department, and also if they are up to date with their City business license, water & sewer, and all sales tax.

As of this date, there are no violations against the establishment up for renewal and recommendation is for a vote of non-objection for the above business.

Thank you,

Judy Binkley, North Pole City Clerk



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7th Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

June 1, 2018

City of North Pole

Attn: Kathy Weber

Via Email: kathy.weber@northpolealaska.org

Cc: kmajor@fnsb.us

Re: Notice of 2018/2019 Liquor License Renewal Application

License Type:	Package Store	License Number:	2851
Licensee:	First Security Investments Inc.		
Doing Business As:	Pagoda Chinese Restaurant		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in cursive script that reads "Erika McConnell".

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

License Type:	BD	License Number:	2851
Doing Business As:	Pagoda Chinese Restaurant		
Examiner:	Carrie	Transaction #:	10200014

Document	Received	Completed	Notes
AB-17: Renewal Application	11/8/17		
App and License Fees	11/8/17		

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
Fingerprint Cards & Fees / AB-08a: Crim. History			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address different than one in database?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input type="checkbox"/>	<input type="checkbox"/>



Alcohol and Marijuana Control Office

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

alcohol.licensing@alaska.gov

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2018/2019 Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing liquor license that will expire on December 31, 2017. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	First Security Investments Inc.	License #:	2851
License Type:	Beverage Dispensary	Statute:	AS 04.11.090
Doing Business As:	Pagoda Chinese Restaurant		
Premises Address:	431 Santa Claus Lane		
Local Governing Body:	North Pole (Fairbanks North Star Borough)		
Community Council:	None		

Mailing Address:	431 N Santa Claus Lane		
City:	North Pole	State:	AK
		ZIP:	99705

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual must be a licensee who is required to be listed in and authorized to sign this application.

Point of Contact:	Ben Lin - Xi Bin Lin		
Contact Phone:		Business Phone:	(907) 488-3338
Contact Email:	Ben@pagoda.northpole.ak.com		

Seasonal License? ☐ Yes ☒ No If "Yes", write your six-month operating period: _____





Alaska Alcoholic Beverage Control Board

Form AB-17: 2018/2019 Renewal License Application**Section 2 – Authorization**

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?☒ ☐

If "Yes", disclose the name of the individual and the reason for this authorization:

Anthony Perkins - General Manager**Section 3 – Sole Proprietor Ownership Information**

This section must be completed by any sole proprietorship who is applying for license renewal. Entities should skip to Section 4.
If more space is needed, please attach a separate sheet with the required information.

The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate

Name:					
Mailing Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					

This individual is an: ☐ applicant ☐ affiliate

Name:					
Mailing Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					





Alaska Alcoholic Beverage Control Board

Form AB-17: 2018/2019 Renewal License Application**Section 4 – Entity Ownership Information**

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>. Partnerships may skip to the second half of this page. Sole proprietorships should skip to Section 5.

Alaska CBPL Entity #:

You must ensure that you are able to certify the following statement before signing your initials in the box to the right:

Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official Name:	Xi Bin Lin				
Title(s):	President / CEO	Phone:	(907) 388-7000	% Owned:	100%
Mailing Address:	431 N Santa Claus Lane				
City:	NoAH Bc	State:	AK	ZIP:	99705

Entity Official Name:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Entity Official Name:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	





Alaska Alcoholic Beverage Control Board

Form AB-17: 2018/2019 Renewal License Application**Section 5 – License Operation****Check a single box for each calendar year that best describes how this liquor license was operated:**

2016 2017

The license was regularly operated continuously throughout each year, for 8 or more hours each day.

☒ ☒

The license was regularly operated during a specific season each year, for 8 or more hours each day.

☐ ☐

The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day.

☐ ☐*If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.*

The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years.

☐ ☐*If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement.***Section 6 – Violations and Convictions****Applicant violations and convictions in calendar years 2016 and 2017:**

Yes No

Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2016 or 2017?

☐ ☒

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2016 or 2017?

☐ ☒

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 – Alcohol Server EducationThis section must be completed only by the holder of a beverage dispensary, club, or pub license or conditional contractor's permit. The holders of all other license types should skip to Section 8.

Read the line below, and then sign your initials in the box to the right of the statement:

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as required under AS 04.21.025 and 3 AAC 304.465.





Alcohol and Marijuana Control Office

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

alcohol.licensing@alaska.gov

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2018/2019 Renewal License Application

Section 8 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

XL

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

XL

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

XC

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

XL

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Signature of licensee

State of Alaska
NOTARY PUBLIC

Kanisha Quincy

My Commission Expires 8-23-2020

Signature of Notary Public

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 8-23-2020

Subscribed and sworn to before me this 3rd day of November, 20 17.

License Fee:	\$ 2500.00	Application Fee:	\$ 200.00	TOTAL:	\$ 2700.00
Late Fee of \$500.00 – if received or postmarked after 01/02/2018:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					



Department of Commerce, Community, and Economic Development
 Division of Corporations, Business and Professional
 Licensing

State of Alaska > Commerce > Corporations, Business, & Professional Licensing > Search & Database Download > Corp. > Corporation Details

NAME(S)

Type	Name
Legal Name	FIRST SECURITY INVESTMENT, INC.

ENTITY DETAILS

Entity Type: Business Corporation
Entity #: 54544D
Status: Good Standing
AK Formed Date: 8/29/1994
Duration/Expiration: Perpetual
Home State: ALASKA
Next Biennial Report Due: 1/2/2020
Entity Mailing Address: 431 SANTA CLAUS LANE, NORTH POLE, AK 99705
Entity Physical Address: 431 SANTA CLAUS LANE, NORTH POLE, AK 99705

REGISTERED AGENT

Agent Name: Xi Bin Lin
Registered Mailing Address: 431 SATE CLAUS LN, NORTH POLE, AK 99705
Registered Physical Address: 431 SATE CLAUS LN, NORTH POLE, AK 99705

OFFICIALS

AK Entity #	Name	Titles	<input type="checkbox"/> Show Former
			Owned
	Xi Bin Lin	Director, President, Shareholder, Secretary, Treasurer, Vice President	100

FILED DOCUMENTS

Date Filed	Type	Filing	Certificate
9/23/1993	Biennial Report		
8/29/1994	Creation Filing		
1/02/1996	Biennial Report	Click to View	
12/08/1997	Biennial Report	Click to View	
1/07/2000	Biennial Report	Click to View	
12/26/2001	Biennial Report	Click to View	
6/23/2004	Biennial Report	Click to View	
10/26/2005	Biennial Report	Click to View	
3/27/2007	Change of Officials	Click to View	
2/09/2008	Biennial Report	Click to View	
3/16/2010	Biennial Report	Click to View	
4/05/2012	Biennial Report	Click to View	
10/07/2013	Biennial Report	Click to View	
1/19/2016	Biennial Report	Click to View	
10/10/2017	Biennial Report	Click to View	



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2018/2019 Renewal License Application

Section 4 – Entity Ownership Information

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>
Partnerships may skip to the second half of this page. Sole proprietorships should skip to Section 5.

Alaska CBPL Entity #:	545440
-----------------------	--------

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.



This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official Name:	Xi Bin Lin		
Title(s):	President / CEO	Phone:	(907) 388-7600
Mailing Address:	431 N. Santa Clara Ave		
City:	Barrow	State:	AK
		ZIP:	97205

Entity Official Name:			
Title(s):		Phone:	
Mailing Address:			
City:		State:	
		ZIP:	

Entity Official Name:			
Title(s):		Phone:	
Mailing Address:			
City:		State:	
		ZIP:	



125 Snowman Lane
North Pole, AK 99705
P: 907-488-8583
F: 907-488-3002
judy.binkley@northpolealaska.org

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

Memo

To: North Pole City Council
From: Judy L. Binkley
CC: Mayor Ward
Date: June 6, 2018
Re: Liquor License Renewal

City Council Members,

The ABC Board has contacted the City of North Pole as the following business is renewing their license within our jurisdiction.

License Type:	Club	License Number:	3177
Licensee:	North Pole Loyal Order of Moose #306		
Doing Business As:	Loyal Order of Moose #306		

The ABC Board is required under Alaska Statute to notify the City in writing that this establishment is renewing their liquor license so the City Council can file a “protest” if they so desire.

The City Council is provided information on any complaints regarding the establishment from the Police Department, Fire Department, and also if they are up to date with their City business license, water & sewer, and all sales tax.

As of this date, there are no violations against the establishment up for renewal and recommendation is for a vote of non-objection for the above business.

Thank you,

Judy Binkley, North Pole City Clerk



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7th Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

June 1, 2018

City of North Pole

Attn: Kathy Weber

Via Email: kathy.weber@northpolealaska.org

Cc: kmajor@fnsb.us

Re: Notice of 2018/2019 Liquor License Renewal Application

License Type:	Club	License Number:	3177
Licensee:	North Pole Loyal Order of Moose #306		
Doing Business As:	Loyal Order of Moose #306		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in cursive script that reads "Erika McConnell".

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

License Type:	Club	License Number:	3177
Doing Business As:	North Pole Loyal Order of Moose #306		
Examiner:	Carrie	Transaction #:	1020732

Document	Received	Completed	Notes
AB-17: Renewal Application	12/28	1/22	
App and License Fees	12/28	1/22	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
Fingerprint Cards & Fees / AB-08a: Crim. History	12/28	1/22	16485 Receipt for Vaughan
Late Fee			

Names on FP Cards:	Jeffrey Turgeon, John Vaughan
--------------------	-------------------------------

Yes No

Selling alcohol in response to written order (package stores)?

☐ Yes ☒ No

Mailing address different than one in database?

☐ Yes ☒ No

In "Good Standing" with CBPL (skip this and next question for sole proprietor)?

☐ Yes ☐ No

Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?

☐ Yes ☐ No



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2018/2019 Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing liquor license that will expire on December 31, 2017. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	North Pole Loyal Order of Moose #306	License #:	3177
License Type:	Club	Statute:	AS 04.11.110
Doing Business As:	Loyal Order of Moose #306		
Premises Address:	300 S Santa Claus Lane		
Local Governing Body:	North Pole (Fairbanks North Star Borough)	99705	
Community Council:	None		

Mailing Address:	SAME		
City:	State:	ZIP:	

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual must be a licensee who is required to be listed in and authorized to sign this application.

Point of Contact:	MICHAEL RIZZY		
Contact Phone:	Business Phone:	907-2788-2774	
Contact Email:	LODGE306@MOOSEUNIT3.ORG		

Seasonal License? ☐ Yes ☒ No

If "Yes", write your six-month operating period: _____





Alaska Alcoholic Beverage Control Board

Form AB-17: 2018/2019 Renewal License Application

Section 2 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

☐☒

If "Yes", disclose the name of the individual and the reason for this authorization:

--

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietorship who is applying for license renewal. Entities should skip to Section 4.

If more space is needed, please attach a separate sheet with the required information.

The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate

Name:					
Mailing Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					

This individual is an: ☐ applicant ☐ affiliate

Name:					
Mailing Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					





Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2018/2019 Renewal License Application

Section 4 – Entity Ownership Information

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>. Partnerships may skip to the second half of this page. Sole proprietorships should skip to Section 5.

Alaska CBPL Entity #:	49680-D 39680-D <u>2402</u>
-----------------------	--

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.



This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

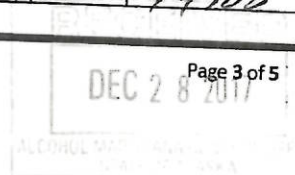
Entity Official Name:	SCOTT VAUGHAN			
Title(s):	PRESIDENT	Phone:	907 460-7139	% Owned: 100
Mailing Address:	2717 PARKWAY			
City:	NORTH POLE	State:	AK	ZIP: 99705

Entity Official Name:	MICHAEL RILEY			
Title(s):	DIRECTOR / SECRETARY	Phone:	907 488-2381	% Owned: 10
Mailing Address:	1081 SHOSHONE DR			
City:	NORTH POLE	State:	AK	ZIP: 99705

Entity Official Name:	KEVIN COODALL			
Title(s):	DIRECTOR	Phone:	907 385-8030	% Owned: 10
Mailing Address:	3125 STONEY DR			
City:	NORTH POLE	State:	AK	ZIP: 99705

[Form AB-17] (rev 10/16/2017)

License #3177 DBA Loyal Order of Moose #306





Alaska Alcoholic Beverage Control Board

Form AB-17: 2018/2019 Renewal License Application

Section 5 – License Operation

Check a single box for each calendar year that best describes how this liquor license was operated:	2016	2017
The license was regularly operated continuously throughout each year, for 8 or more hours each day.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The license was regularly operated during a specific season each year, for 8 or more hours each day.	<input type="checkbox"/>	<input type="checkbox"/>
The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day. <i>If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.</i>	<input type="checkbox"/>	<input type="checkbox"/>
The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years. <i>If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Section 6 – Violations and Convictions

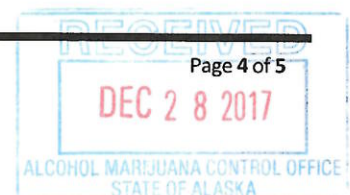
Applicant violations and convictions in calendar years 2016 and 2017:	Yes	No
Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2016 or 2017?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2016 or 2017?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 – Alcohol Server Education

This section must be completed only by the holder of a beverage dispensary, club, or pub license or conditional contractor's permit. The holders of all other license types should skip to Section 8.

Read the line below, and then sign your initials in the box to the right of the statement:	Initials
I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as required under AS 04.21.025 and 3 AAC 304.465.	





Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2018/2019 Renewal License Application

Section 8 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.



I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.



I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.



I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.



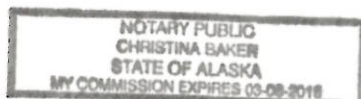
As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Signature of licensee

Signature of Notary Public

Printed name of licensee

Notary Public in and for the State of Alaska



My commission expires: 030818

Subscribed and sworn to before me this 20 day of December, 2017

License Fee:	\$ 1200.00	Application Fee:	\$ 200.00	TOTAL:	\$ 1400.00
Late Fee of \$500.00 – if received or postmarked after 01/02/2018:					
Miscellaneous Fees:					47.00
GRAND TOTAL (if different than TOTAL):					1447.00



Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional
 Licensing

State of Alaska > Commerce > Corporations, Business, & Professional Licensing > Search & Database Download > Corp. > Corporation Details

NAME(S)

Type	Name
Legal Name	NORTH POLE LODGE NO. 306 LOYAL ORDER OF MOOSE

ENTITY DETAILS

Entity Type: Nonprofit Corporation
Entity #: 39680D
Status: Good Standing
AK Formed Date: 2/20/1987
Duration/Expiration: Perpetual
Home State: ALASKA
Next Biennial Report Due: 7/2/2019
Entity Mailing Address: 300 S SANTA CLAUS LN, NORTH POLE, AK 99705-7705
Entity Physical Address: 300 S SANTA CLAUS LN, NORTH POLE, AK 99705

REGISTERED AGENT

Agent Name: C T Corporation System
Registered Mailing Address: 9360 Glacier Hwy Ste 202, JUNEAU, AK 99801
Registered Physical Address: 9360 Glacier Hwy Ste 202, JUNEAU, AK 99801

OFFICIALS

AK Entity #	Name	Titles	Owned	
	David Noy	Treasurer		
	James Longwith	Vice President		
	Jeffery Turgeon	Director		
	Kevin Goodall	President		
	Michael Goodwin	Director		
	Michael Riley	Director, Secretary		
	SCOTT VAUGHN	Director		

FILED DOCUMENTS

Date Filed	Type	Filing	Certificate
2/20/1987	Creation Filing		
2/20/1987	Biennial Report		
7/19/1989	Biennial Report		
8/19/1991	Biennial Report		
6/14/1993	Biennial Report	Click to View	
5/15/1995	Biennial Report	Click to View	
6/24/1997	Biennial Report	Click to View	
6/14/1999	Biennial Report	Click to View	
6/18/2001	Biennial Report	Click to View	



THE STATE
of **ALASKA**

Department of Commerce, Community and Economic Development
Division of Corporations, Business and Professional Licensing

COR

FOR DIVISION USE ONLY

Corporations Section

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550 • Fax: (907) 465-2974

Email: corporations@alaska.gov

Website: Corporations.Alaska.Gov

Notice of Change of Officials

Domestic Non-Profit Corporation (AS 10.20)

- This Notice of Change of Officials form is only for Domestic Non-Profit Corporations and is used to report changes in officers and directors information between biennial reporting periods.
- This Notice of Change of Officials will not be filed if the entity's biennial report is not current. To verify the entity's biennial report due date, go online to www.Corporations.Alaska.Gov and select, *Search Corporations Database*
- Standard processing time for complete and correct filings submitted to this office is approximately 10-15 business days. All filings are reviewed in the date order they are received.
- The information you submit is a public record and will be posted on the State's website.

1. Important:

AS 10.20.631

Each Domestic Non-Profit Corporation is required to notify this office when there is a change of officials.

— AS 10.20.631

Failure to meet this requirement may result in involuntary dissolution of the entity's authority to transact business in the State of Alaska.

— AS 10.20.325(7)

The Domestic Non-Profit Corporation is to keep and make available the records of the official(s) changes.

— AS 10.20.131

2. Fee:

☒ \$25 Nonrefundable Filing Fee (CORF)

3 AAC 16.050(c)

Mail this form and the non-refundable \$25 filing fee in U.S. dollars to the letterhead address. Make the check or money order payable to the State of Alaska, or use the attached credit card payment form.

3. Entity Information:

AS 10.20.631

Entity Name: North Pole Lodge #306 Loyal Order of Moose

Alaska Entity Number: 39680D



4. REMOVE from Record:

AS 10.20.631(b)

The following officials (officers and directors) will be completely removed from the record as a result of this filing:

Name: David NoyName: James Longwith

Name: _____

Name: _____

If an official is not being removed from record, then list them in Item #5 below (with their current information).

5. ALL Current Officials:AS 10.20.631(b) and
AS 10.20.705

The following is a complete list of ALL remaining and new officials who will be on record as a result of this filing. Non-Profit Corporations must have a President, Vice-President, Secretary, Treasurer, and at least three (3) Directors. Two or more offices may be held by the same person, except the offices of President and Secretary which cannot be the same person. — AS 10.20.086 and AS 10.20.121

List **ALL** officials and their current information to be on record.

BOLD fields are required.

FULL LEGAL NAME	COMPLETE MAILING ADDRESS	PRESIDENT	VICE-PRESIDENT	SECRETARY	TREASURER	DIRECTOR (3)	Assistant Secretary	Assistant Treasurer
John Scott Vaughan	360 Parkway, North Pole, Ak 99705	x						
Michael Riley	1081 Shoshone Dr, North Pole, Ak 99705			x				
Jeffery Turgeon	13090 Still Valley Rd North Pole, Ak 99705				x			
Kevin Goodall	3125 Storey Dr, North Pole, Ak 99705		x			x		
Michael Goodwin	379 Division St, North Pole, Ak 99705					x		

→ If necessary, use the following supplement page and include all information required above in Item #5.

6. Required Signature:AS 10.20.631(b) and
AS 10.20.650

The Notice of Change of Officials must be signed by an officer of the non-profit corporation. A Director is not an authorized signer. Persons who sign documents filed with the commissioner that are known to the person to be false in material respects are guilty of a class A misdemeanor.

Signature: _____

Date: _____

Printed Name: _____

Title of Authorized Signer: _____

ADMINISTRATOR/SECRET
(Must be signed by an officer of the non-profit. A director is not an authorized signer.)





North Pole Police Department

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



June 4, 2018

To: Honorable Mayor Bryce Ward
North Pole City Council


This letter is an official request urging you to accept a grant from the Department of Public Safety in the amount of \$82,100.00. This grant is an ongoing funding effort by the Department of Justice FFY17 Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

The North Pole Police Department has been part of the State Wide Drug Enforcement Unit (SDEU), stationed in Fairbanks, since 2007. Since 2008, we have received funding to help support our drug enforcement efforts within the North Pole area. This grant is one of the largest appropriations in many years.

This grant is important to the City of North Pole because it assists us with expenses incurred in support of the overall fight against illegal drugs and drug diversion. The ill effects of drugs on our community, state and country is growing and we must stay engaged in the fight and we must do it with our partner agencies. The funding received from this grant will almost cover the wages and benefits for one full time permanent member on the SDEU team.

I would ask each of you to authorize our Mayor to sign this agreement and help us continue our fight against illicit drug and alcohol importation.

Thank you


Chief Steve Dutra

Project Narrative

The North Pole Police Department (NPPD) is continually evaluating its efforts and successes to better achieve a proactive approach to law enforcement in order to meet the demands of the surrounding community and citizens of the City of North Pole. NPPD currently serves a base population of approximately 2202¹ which doubles daily as result of 4 public schools, multiple shopping, restaurants and businesses. North Pole has its share of serious crimes and there is a noticeable increase in the complexity of the criminal activity. In 2012 a random study of 375 NPPD cases revealed 88 percent of NPPD arrests originate by perpetrators residing outside the City of North Pole. As recent as June 2014, NPPD responded to a burglary of multiple apartments in a 4 apartment complex. Investigation revealed the suspects were targeting a drug dealer in the complex, who was using that apartment as a stash house. NPPD & SDEU seized approximately 3 ounces of possible unprocessed crack cocaine. And finally, in 2016, the City of North Pole had the first marijuana butane extraction explosion in the entire State of Alaska.

High volume of traffic passing through the city on the Richardson Highway, with AADT in excess of 12,000 vehicles, and continued housing construction, in and around the city, NPPD has seen a rise in some serious crime between 2004 and 2007. Our efforts seem to be working in numerous "drug related," crimes. In 2010 we observed a 25% increase, year over year, in burglaries, 6% increase in larcenies. We showed a 3% increase in drug cases, this is the highest number of cases recorded by NPPD and almost double the number of cases compared to 2005. The most disturbing trend is the steady increase of juvenile drug arrests since 2008, as well as the introduction of synthetic drugs (spice), bath salts, and limited but returning incidents of crystal meth.

¹ 2009 U.S. Census Bureau

The North Pole Police Department, through service requests made by the Fairbanks Police Department, and the Alaska State Troopers, serves not only the City proper but an area surrounding North Pole with a population in excess of 20,000, within a 10 mile radius. These service requests are a significant drain on patrol resources and have a significant impact on the quality of investigations and apprehension of suspects. Lastly the North Pole area to include the City of North Pole will soon see a population explosion due to the F35 designation at Eielson AFB. We expect our drug and crime rates to soar with the influx of people. In order to help meet the needs of the community at large, the City of North Pole has authorized the creation of a full time position with the multi-jurisdictional drug unit in 2008. NPPD's participation with the SDEU has proven successful with every participating year.

In order to help facilitate this additional position, NPPD is requesting support from the State of Alaska Department of Public Safety pass through JAG sub-grant from Edward Byrne Memorial Discretionary Grant Program (Byrne Program) to help fund a portion of the salary and benefits for FY 2018. The continuation of this position will greatly enhance the City's ability to meet local law enforcement needs that will impact the criminal elements that plague every community in the State of Alaska.

The goal of this position is to facilitate a joint law enforcement and prosecution effort involving multiple criminal justice agencies across several jurisdictions. These agencies will share the common goal of addressing drug enforcement and violent crime problems in and around North Pole, Fairbanks and other interior Alaskan communities. We wish to enhance our abilities by fostering better communication, intelligence sharing, and coordinate activities with all Federal, State, and local law enforcement agencies in the State.

The North Pole Police Department has demonstrated ability to competently manage an annual budget in excess of \$2,200,000 and has managed COPS, Homeland Security, and Alaska Highway Safety grants in the past. The police department is set up to handle local, state, and federal grants through an internal record keeping system that is filed within the department and simultaneously in the City Accountant's Office. Negotiation, award, contract, program/progress records/reports, procurements, invoicing, payments, time sheets, and other fiduciary aspects of grant management are in this system.

The City implements internal controls to ensure compliance with applicable laws and regulations related to all of its grant-funded programs. The City recognizes grant revenues when qualifying expenditures are incurred. All of this helps us meet the requirements of grant agreements and corresponding federal and state laws. The City's accounting system records all costs associated with each of its grants in separate, self-balancing accounts. The accounting records are used as a basis for completing required grant reports. Before posting any results, grant costs are reviewed for reasonableness, allowability, and allocability to each grant project. Grant project accounts are broken into sub-accounts by program element and cost objective. Appropriate documentation is maintained for personnel costs, fringe benefits, travel, purchases of professional services/consultants, materials, supplies and equipment, and other costs. The accounting records are subjected to annual independent financial statement and single audit.

The City has formal procurement procedures to assure that professional services consultants, equipment, materials, and supplies are obtained on a competitive basis and has procedures to assure that the types of contracts unacceptable to the federal government are not utilized. Quotations are reviewed to assure that the proposed price is reasonable to the contractor, the recipient, and the party providing the funding.

3a. Project overview

A North Pole Police SDEU Officer will be assigned to the Statewide Drug Enforcement Unit and they will work fulltime with the Alaska State Troopers and Fairbanks Police on a joint

task force. Their purpose will be to stop the flow of illegal alcohol and drugs into the State of Alaska specifically targeting areas in and around Fairbanks and North Pole. The SDEU has a primary focus on North Pole, Fairbanks, and surrounding communities but it also serves the surrounding area north to Barrow and east to the Canadian border. The primary mission of the SDEU is to conduct investigations into the illicit importation, manufacture, and sale of drugs and bootleg alcohol. Because drug and alcohol use is inevitably linked to most serious crimes it needs the proper resources only a multijurisdictional team can address. In order to reach the desired service standard NPPD developed the following goals and objectives which are currently similar to the priorities set out in the Alaska JAG program.

The goals and objectives for this project are clear. This project is designed to help coordinate efforts and resources from local, state, and Federal agencies through a statewide multi-jurisdictional task force to interdict and seize controlled substances and alcohol that are illegally distributed throughout interior Alaska and investigate and apprehend distributors of controlled substances and illegal alcohol.

3b. Need

In 2008, the City of North Pole and the surrounding communities understood the need to enhance the present drug enforcement efforts through better utilization of available resources, increasing communications, expanding intelligence sharing, and improving coordination by unifying our direction. The City of North Pole also recognized the correlation between illegal substances abuse and incident of crimes. In 2016 two major changes were presented which effected law enforcement, specifically narcotics enforcement. The legalization of Marijuana in Alaska and the passing of SB91, presenting significant challenges to narcotics enforcement throughout the state of Alaska. SB91 essentially eliminated the ability to run informants,

gather intelligence and it significantly reduced patrol level narcotics enforcement. The entire enforcement cycle, into narcotics distribution, was disrupted. These facts demonstrate an even greater need for full funding of a dedicated narcotics enforcement officers and that cooperation throughout all levels of law enforcement. These new challenges dictate the need for new techniques. This may include the other felony level criminal offense such as property crimes, which have significant relationships to narcotics abuse. In 2018-19 the North Pole area will see a population explosion with the expansion of the F35 squadron at Eielson AFB. This is going to increase the population and further exacerbate the issues related to drug use and abuse.

Based on these understandings we applied for funds through the Byrne Memorial Grant program. These funds were to be used for a full time officer to augment the Statewide Drug Enforcement Unit, and add 50 hours of overtime, to be available for call outs to routinely assist the SEDU unit with illegal drug and alcohol interdiction. Our need to be represented on this team stems from the state wide problem associated with illegal drug and alcohol importation and the fact we are a central hub for most of the 20,000+ people who live in and around the North Pole area.

Our community is significantly linked to every community in the interior. These links have been proven through the efforts of the Fairbanks Area wide Narcotics team. Low level drug users are frequently moving through our city and using our city as a hub for illegal activity. Our SDEU officer has tracked drug users and dealers through our city limits and is often engaged in surveillance of illicit activity in and around the City of North Pole.

Since 2008, our justification to support funding for an SDEU Officer was based on observed increases in several areas of violent crimes. According to Alaska's criminal justice professionals, alcohol, marijuana, cocaine, methamphetamine, and pharmaceuticals have been identified as the primary substances of abuse in Alaska and are the focus of most law enforcement efforts. According to the Department of Public Safety, Alaska has one of the

highest per capita uses of controlled substances. These abusers are known to be linked to violent crimes. One particular case brought this reality to the forefront, as mentioned an area wide drug dealer was utilizing an apartment in NP as a stash house. As well as the discovery of an outdoor marijuana grow in 2013, NPPD officers maintained sporadic surveillance of the site into 2014 and were able to catch the suspects replanting the crop in 2014, resulting in the seizure of 63 juvenile marijuana plants. With the recent legalization of marijuana in the State of Alaska, North Pole saw the first confirmed Hash Oil Explosion in the State, a preview of the future of marijuana in Alaska. A steady increase in opioid deaths in Alaska has also brought added urgency to the drug task forces duties.

Since 2017, we have identified several areas where statewide drug use has spiked. We have seen an increase in opioid deaths and drug abuse is on the rise. The changes in the state's law, notoriously known as SB91, has hindered state wide drug enforcement efforts. The ability to leverage felony drug possession cases, to help identify high level dealers, has been impacted and has caused all agencies in the state to turn to other tools to combat illicit drug trafficking.

Our SDEU Officer has been diligently working with the Federal, State, local law enforcement, and state prosecutors to help combat illicit drug use and alcohol importation. In 2016, the SDEU unit in Fairbanks reported 243 cases initiated with 419 in 2017. The SDEU unit reported \$448,033 dollars in drug seizures in 2016 and \$1,768,364 in 2017, \$19,804.69 in asset forfeiture including cash in 2016 and \$125,351.85 in 2017. These seizures included Cocaine, Marijuana, Methamphetamine, LSD, Ecstasy, Heroin, Crack Cocaine, as well as illegal prescription drugs such as hydrocodone, OxyContin, Valium, and Adderall just to name a few.

The Fairbanks SDEU Sergeant has repeatedly made it clear that our SEDU Officer is a vital part of the team and his contributions are important to the continued success of the unit. Our previous SDEU Officers have also stated that they have not been able to work all of the

cases within their normal hours, there is simply more work than there is hours. We hope to help resolve this issue with our current request of 50 hours of overtime for the SDEU officer.

It is important for the City of North Pole to draw the conclusion that these illegal activities do not complete their criminal cycle within the boundaries of our city. Many of our citizens are victimized by offenders who leave the city and conclude their business in outlying jurisdictions. Our ability to penetrate and disrupt these cycles is imperative to our success. We must join our resources and knowledge with other jurisdictions to help infiltrate and disrupt these offenders and their illegal activities. It is our mandate to reduce the number of violent crimes within our jurisdiction and it is of such a need, that we must combine our efforts with other jurisdictions. The SDEU fills this need because it creates the much needed multi-jurisdictional focus on the criminal element in our community. Without such a multi-jurisdictional task force, these cross jurisdictional burglaries, as listed above, will continue with little or no knowledge of bordering agencies infected by the same criminal drug elements.

3c. Project Activities

Our goals and objectives for this project are to continue to participate in the SDEU program by securing funds to augment our budget in FY 2018. Our participation in street level drug enforcement and the multijurisdictional task force program will concentrate on the enforcement and prosecution of illegal drug and alcohol crimes, particularly drug and alcohol trafficking. We met this goal in FY 2016 - 2017 by continuing our participation in the SDEU unit and our plan is to continue the same successful strategy.

Continued support of the current program we have in place has proven beneficial and coordinates efforts with the Alaska State Troopers, Fairbanks Police Department, University Police, Airport Police, Fort Wainwright Police, Eielson Security Forces and other Federal agencies in a cross jurisdictional effort to curb drug, alcohol, and related crimes on both a

regional and local basis. In 2008 - 2016 we made headway in this effort with continued interaction with each participating agency. This has led to a better coordination among all participating and non-participating agencies proving to be effective and efficient.

The objectives, which have been met to date, seem to be promising. Our current and past SDEU officers have enhanced cross-jurisdictional information sharing by supplying the North Pole Police officers with vital information related to current North Pole cases. Our SDEU officers have been a vital link in closing the gap between agencies that has existed for years. With our SDEU officer we have observed better collaboration and an increased communication on drug related cases. As stated above, these drug related cases have proven to be related to other serious crimes within the city limits of North Pole.

3d. Evaluation and Performance Measures

Goals:

- 1. Participate in the SDEU program and assist with intelligence gathering, undercover operations, caseloads and arrests.*
- 2. Maintain information sharing between federal, state, and local police.*
- 3. Maintain or increase the number of arrests and successful prosecution of violations of the State's alcohol and drug laws.*

Goal # 1 *Participate in the SDEU program and assist with intelligence gathering, undercover operations, caseloads and arrests.*

Objectives

1. Reaffirm the appointment of our officer to the SDEU position and allocate necessary budget monies to fund the position remaining costs for the fiscal year.

Performance Measures

1. Reaffirm the appointment of the one NPPD Officer to the SDEU office.
2. Approval of funds in the FY 2017 budget to offset actual costs.

During FY 2016 - 2017 we funded some of the SDEU officer using the Byrne funds provided.

Our Officer assisted with intelligence gathering, undercover operations, he assisted in increasing the case load and arrests. The SDEU unit routinely conducted surveillance activity and conducted undercover operations which resulted in several cases being sent for prosecution. In previous years our SDEU Officer was instrumental in ephedrine monitoring which is commonly used in the production of methamphetamine.

Goal# 2 *Maintain and make positive improvements to our information sharing between federal, state, and local police.*

Objectives

1. Maintain the current strategies to increase the information sharing abilities between Federal, State and local law enforcement to decrease criminal activity involving drugs and alcohol.
2. Maintain the strong permanent partnership with federal, state, and local law enforcement.

Performance Measures

1. Memorandum of agreements adopted by various law enforcement agencies
2. SDEU officer to attend training sponsored by FBI, DEA, Homeland Security, and or the Department of Public Safety.
3. Education and or training completed by all police personnel taught by the SDEU Officer. Training focused on increasing the quality of collection and data entry abilities of patrol officers. This will also be completed during overtime operations

with the SDEU officer.

4. Data sharing between groups evaluated for efficiency.

Our department has maintained the Memorandum of Agreement with all participating agencies. Our SDEU Officer also conducted numerous brief classes with various shifts of the North Pole Police Department patrol personnel. In these classes he discussed what clues to look for during traffic contacts while on patrol, who the local drug pushers and users are. Also addressed during these contacts were better ways to improve data entry procedures for police contacts. It is mandatory for all patrol officers to enter vital contact information on all traffic contacts. This procedure has proven its value with documented case resolution from data entered from a traffic stop.

Our evaluation of information sharing is an ongoing process. We have continued to seek ways to improve this process and allowed patrol officers to have access to SDEU drug information. This was not readily supplied previous to this grant. One effective way to accomplish this is to periodically have normal patrol officers get hands on training with the SDEU officer during operations. This exposure will help foster awareness and enlighten officers about the drug culture.

Goal# 3 *Increase or maintain the number of arrests and successful prosecution of violations of the State's alcohol and drug laws.*

Objectives

1. Facilitate the exposure of underground, illicit drug, and alcohol culture within the interior of Alaska.
2. Reduce illegal alcohol and or drug use within the North Pole and Fairbanks area.

Performance Measures

1. Increase or maintain the number of arrests of illegal alcohol or drug use, possession, distribution, and or importation.

Our SDEU officer has been exposed to underground illicit drug use by working with other agencies doing traffic stops on drug buyers from known drug houses. These stops have resulted in the seizure of guns, drugs, and money.

Key Major Deliverables:

Reaffirm the appointment of our fulltime officer to the SDEU position.

Set up routine bulletins with patrol officers from the North Pole Police SDEU officer.

Enforce the current policy and procedures for patrol officers to be required to forward all drug related case information to SDEU to help facilitate information sharing, specifically targeting information provided into Alaska Law Enforcement Information Sharing System.

Evaluation

Evaluation for effectiveness is an ongoing process. The person primarily responsible will be Lieutenant Lindhag who will review shift logs, reports, statistical compilations from the Records Division, and comments from NPPD meetings. His regular meetings with the SDEU officer will contribute to an ongoing evaluation process.

1. Evaluation methods:

Our evaluation process essentially includes review of statistical information regarding arrests and incidents (RMS and or APSIN) and a review of the reports from the State of Alaska District Attorney's Office regarding successful prosecutions. The department will engage in routine review of available statistics to chart progress toward stated objectives.

It will be the Lieutenant's responsibility to monitor each performance indicator as detailed in our Evaluation and Performance Measures. All activities will be monitored on a regular basis. Evaluation of the project will also occur through the Alaska State Trooper SDEU Sergeant's progress reports, reports prepared for the Chief, the SDEU officer, and the City Accountant.

They will review time sheets, arrests and any noted problems and prepare a report that will be sent to the Department of Public Safety or other designated persons. The City Accountant will ensure all monetary records are correct and all funds and expenses are accounted for.

2. Project Monitoring

The analysis components of the evaluation will be represented in required reports prepared and executed for this project. Analysis will include, but not necessarily be limited to:

1) All hours worked by the SDEU Officer will be documented with time sheets, then reported to the City bi-monthly and then will be reported to the Department of Public Safety designee as required within the grant contract.

2) Reports submitted by the SDEU Officer will be collected by NPPD. The success of the operation depends entirely upon feedback from those who are in the field. The Chief will include the program and its success and problems in his yearly report to the City Council, Mayor, and the public. The City will be able to assess the efficacy of the SDEU program from the activities outlined in this proposal, and how this program makes prosecutions of crime more successful.

6. Budget

6a. Budget Narrative

The following Budget Narrative is based on actual cost and overtime estimates for FY2017. All figures are rounded to the nearest dollar. All figures are based on full time devotion to the SDEU position.

Section A: Personnel-Lists the actual costs for the current SDEU Officer Bruce Milne and his new salary range for FY2018. These actual costs will be **\$66,084.00**. This cost is based on the hourly rate of \$34.42 or \$5,507 per month multiplied by 12 months which equals **\$66,084.00** per calendar year. These expenses include vacation accrual which will be billed at the time it is used.

Estimated overtime calculation is based on FY-2017 overtime needs. Projected hours for FY2018 places overtime hours at the same 50 hours. FY2018 hourly rate for SDEU Officer Bruce Milne is \$34.42. Overtime hourly rate is based on (hourly wage \$34.42 X 1.5 = \$51.63). Total projected overtime wages for the SDEU officer equals (\$51.63 X 50 hours) = **\$2,581.50**

The total cost estimates for this category are **\$67,860.00**.

Section B: Fringe Benefits- for this category is listed as **\$41,582.20**.

Retirement costs are projected at the standard PERS, Public Employees Retirement System, rate of 22%. This 22% rate is calculated based on the projected earnings in FY2018, for current SDEU Officer Milne, which is estimated to be **\$67,860.00** Calculation= (wages \$67,860.00) X (PERS contributions 22 %) = **\$14,929.20**. Medicare costs are based on the standard rate of 6.2% of gross earnings of \$67,860.00 Calculation= (Medicare rate= 6.2%) X (Gross earnings= \$67,860.00) = **\$4,207.00**. Health insurance costs are based on established costs for the City of North Pole employee health insurance plan for an employee-family plan. These costs are set at \$730.00 per pay period (26 pay periods = **\$18,890.00**. Workers compensation rate is an established formula of 4.44% multiplied by the employee wages. Calculation is (4.44% X \$74,159.90) = **\$3,556.00**. Vacation accrual is calculated within the salaried wages and will be part of the expenses when the SDEU officer takes vacation. Only the hours accrued during the grant period will be used to compensate.

The total cost for Fringe Benefits is **\$41,582.20**. The total cost of Personnel and Fringe Benefits is **\$109,442.20**.

The following categories will incur no known or scheduled costs for FY2016. Categories Budget

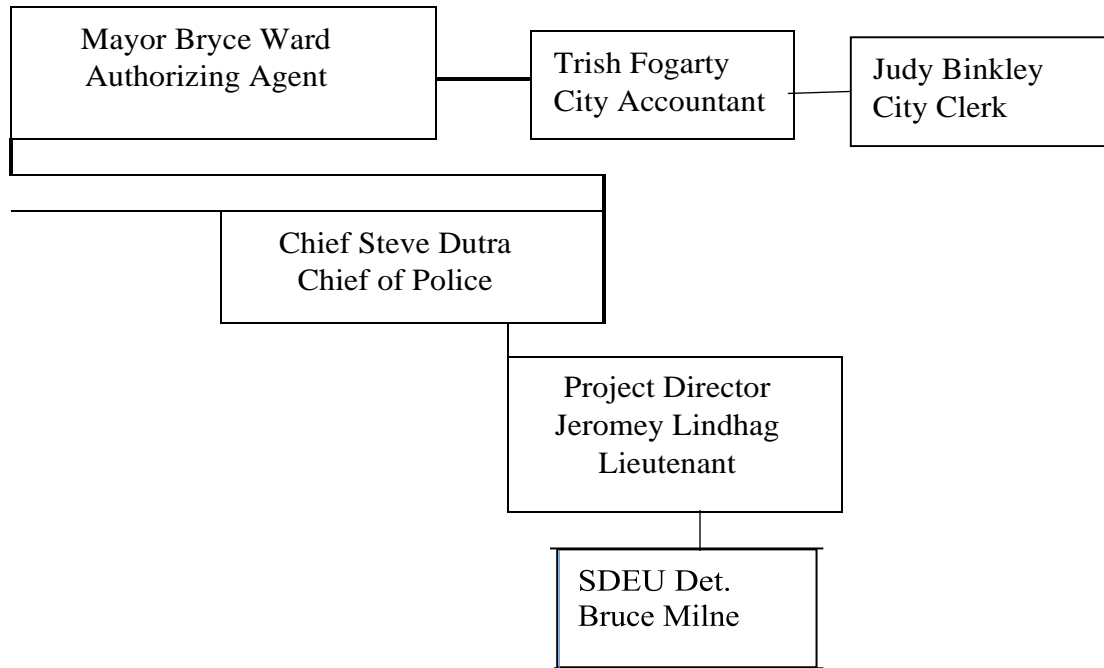
Summary (rounded to nearest dollar):

Category	A. Personnel	= \$67,860.00
	B. Fringe Benefits	= \$41,582.20
	Total Direct Costs	= \$109,442.20
	Total Project Costs	= \$109,442.20
	Federal Request	= \$109,442.20
	Non-Federal Amount	= \$0

In summary, the increase from FY2017 is directly related to Officer Bruce Milne to 3% increase in salary for Officer Bruce Milne and increased employee cost of medical coverage. The base personnel cost to include overtime for the SDEU Officer Bruce Milne is **\$67,860.00**. The Fringe Benefits total is **\$41,582.20**, bringing the combined total to **\$109,442.20**. The grant amount requested for 2018 is **\$109,442.20.00 (figures rounded to nearest dollar.)**

6a. Itemized Budget Detail see attached.

7a. Application Agency Description



7b. Project Personnel

The Authorizing Person for this project will be Mayor Bryce Ward. Chief Dutra is the Chief of Police for the City of North Pole. Chief Dutra may contribute up to 1 hour per month to the project to include oversight, report reviews, meetings with Lieutenant and SDEU Sergeant, payroll, and budget reviews with the City Accountant. The City Accountant will be in charge of audit and financing for the project. These tasks will include payroll and fringe benefits calculations and audits. The City Clerk may contribute some time to the success of the project but this is limited to Human Resource and other related matters. The Lieutenant will assist SDEU Detective Milne in coordinating the flow of information. The

Lieutenant will facilitate the exchange of information between the SDEU Officer and the patrol officers at NPPD. SDEU Officer Milne will contribute 100% of his time to the project as he is the only full time staff associated with the funding. Lieutenant Lindhag will contribute approximately 15 hours a quarter to assist with the success of the project.

PROJECT ABSTRACT

APPLICANT AGENCY NAME: City of North Pole

AMOUNT REQUESTED: \$ 109,442.20

PROGRAM: FFY17 Edward Byrne Memorial Justice Assistance Grant (JAG) Program

PROJECT TITLE: Statewide Multi-Jurisdictional Task Force Program

PERFORMANCE PERIOD: July 1, 2018 to June 30, 2019

PROJECT SUMMARY: Please provide a brief summary of the project in the box below:

The North Pole Police Department will provide one full time Detective to work in the State Drug Enforcement Unit in order to facilitate a multijurisdictional team stationed in the interior of Alaska. That team will work to interdict illicit drugs and alcohol and help curb organized drug racketeering and assist in decreasing the overall drug use in the interior through active drug interdiction.

The North Pole Police is committed to working with our Federal, State and Local partners to help combat criminal enterprises which are fixated on the importation and trafficking of illicit drugs and alcohol. The goal of this project is simply to decrease the harm illicit drug and alcohol cause on the citizens of Alaska.

PERSONNEL BUDGET DETAIL

PERSONNEL - List each position by title and name of employee if available. Show the monthly salary amount, number of months, and percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

POSITION TITLE/NAME	MONTHLY AMOUNT	QTY	% TIME	TOTAL
Officer Bruce Milne	\$ 5,507	12	100%	\$66,084.00
Officer Bruce Milne Over time @ \$51.63	\$ 215	12	100%	\$2,580.00
				\$ -
				\$ -
				\$ -
SUBTOTAL				\$67,860.00

FRINGE BENEFITS - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed above and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

POSITION TITLE/NAME	MONTHLY AMOUNT	QTY	% TIME	TOTAL
Ofc. Bruce Milne PERS Contributions	\$1,244.10	12.0000	100%	\$14,929.20
Medicare = 6.2% x 67,860.00	\$350.60	12	100%	\$ 4,207
Health Care =\$730.00 x 26	\$730.00	26	100%	\$ 18,890
Worker Comp=5.240 x 67,860.00	\$136.77	26	100%	\$ 3,556
				\$ -
				\$ -
SUBTOTAL				\$41,582.20

TOTAL \$109,442.20

TRAVEL BUDGET DETAIL

TRAVEL - Itemize travel expenses of project personnel by Purpose: list type of event and traveler name(s); Dates: list dates of travel; Airfare: list from/to destinations ; Lodging: list type, cost/day x number of days = total; Per Diem: list cost/day x number of days = total ; Transportation: list type, to and from destinations.

Purpose:		AMOUNT	QTY	TOTAL
Dates:				
Airfare:				\$ -
Lodging:				\$ -
Per diem:				\$ -
Transp:				\$ -
Sub Total				\$ -

Purpose:		AMOUNT	QTY	TOTAL
Dates:				
Airfare:				\$ -
Lodging:				\$ -
Per diem:				\$ -
Transp:				\$ -
Sub Total				\$ -

Purpose:		AMOUNT	QTY	TOTAL
Dates:				
Airfare:				\$ -
Lodging:				\$ -
Per diem:				\$ -
Transp:				\$ -
Sub Total				\$ -

Purpose:		AMOUNT	QTY	TOTAL
Dates:				
Airfare:				\$ -
Lodging:				\$ -
Per diem:				\$ -
Transp:				\$ -
Sub Total				\$ -

TOTAL \$ -

CONTRACTUAL BUDGET DETAIL

CONTRACTUAL SERVICES - List itemized costs associated with communication services, car leases, equipment rental and maintenance, utilities, printing, advertising, postage, conference fees, etc. Monthly costs should be shown by amount per month and number of months.

DESCRIPTION	AMOUNT	QTY	TOTAL
			\$ -
			\$ -
			\$ -
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			\$ -
			\$ -
			\$ -

TOTAL \$ -

SUPPLIES BUDGET DETAIL

SUPPLIES - List items by type (office supplies, training materials, copying paper, fuel, and expendable equipment items costing less than \$5,000 such as books, hand held tape recorders, etc.) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

DESCRIPTION	AMOUNT	QTY	TOTAL
			\$ -
			\$ -
			\$ -
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TOTAL \$ -

EQUIPMENT BUDGET DETAIL

EQUIPMENT - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than one year. (e.g. vehicles, radios, computers, cameras, etc.)

DESCRIPTION	AMOUNT	QTY	TOTAL
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

TOTAL \$ -

BUDGET SUMMARY

BUDGET CATEGORY	AMOUNT
Personnel	\$ 109,442.20
Travel	\$ -
Contractual	\$ -
Supplies	\$ -
Equipment	\$ -
TOTAL	\$ 109,442.20

STATE OF ALASKA
Department of Public Safety
Alaska State Troopers
Division of Administrative Services

GRANT APPLICATION

Application is hereby made to the Department of Public Safety for funding made available through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, CFDA #16.738.

AGENCY NAME: North Pole Police Department	
PHYSICAL ADDRESS: 125 Snowman Lane North Pole, AK 99705	PHONE: (907)488-6902
	FAX: (907) 488-5299
	AGENCY DUNS: 015680010 (REQUIRED)
MAILING ADDRESS: 125 Snowman Lane North Pole, AK 99705	
PROJECT CONTACT: NAME: Jeromey Lindhag TITLE: Police Lieutenant	PHONE: (907) 488-6902
	FAX: (907) 488-5299
	EMAIL: jlindhag@northpolepolice.org
PERFORMANCE PERIOD : Start: July 1, 2018 End: June 30, 2019	AMOUNT REQUESTED: \$

AGENCY CONTACTS

AUTHORIZING OFFICIAL Name: Bryce Ward Title: Mayor	Phone: (907) 488-8584
	FAX: (907) 488-3002
	Email: mayor@northpolealaska.com
FINANCIAL CONTACT Name: Tricia Fogerty Title: City Accountant	Phone: (907) 488-8594
	FAX: (907) 488-3002
	Email: tfogerty@northpolealaska.com
PROJECT DIRECTOR Name: Jeromey Lindhag Title: Lieutenant	Phone: (907) 488-6902
	FAX: (907) 488-5299
	Email: jlindhag@northpolepolice.org

CERTIFICATION

The undersigned (authorized official signing for the applicant) certifies that the statements made in this application document and attached proposal are true, complete, and accurate to the best of his or her knowledge.	
AUTHORIZED SIGNATURE: _____	DATE: _____

STATE OF ALASKA
Department of Public Safety
Alaska State Troopers
Division of Administrative Services

GRANT APPLICATION

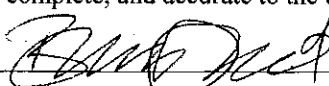
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CERTIFICATION

The undersigned (authorized official signing for the applicant) certifies that the statements made in this application document and attached proposal are true, complete, and accurate to the best of his or her knowledge.	
AUTHORIZED SIGNATURE: 	DATE: 5-24-18



STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
 - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.


Signature Date

Date

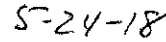
5-24-18

STANDARD ASSURANCES, Part 2

8. The Applicant agrees to the following: to forward to the Alaska Department of Public Safety for submission to the Office of Civil Rights any finding of discrimination against the Grantee by a federal or state court or federal or state administrative agency on the grounds of race, color, religion, national origin, or sex and to provide meaningful access to their programs and activities to individuals who are Limited English Proficient.



Signature



Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS
AND
DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

NORTH Pole police

125 SNOWMAN Lane

NORTH Pole, AK 99705

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

CITY of North Pole

125 SNOWMAN Lane North Pole, AK 99705

2. Application Number and/or Project Name:

CFDA 16.738 SDEV DETECTIVE.

3. Grantee IRS/Vendor Number

92-6001585

4. Type/Print Name and Title of Authorized Representative

Mayor Bryce Ward

5. Signature



6. Date

5-24-18

CERTIFICATION FORM

Recipient Name and Address: CITY of North Pole 125 SNOWMAN Lane North Pole, AK 99705

Grant Title: SOEV DETECTIVE Grant Number: CFDA 16,738 Award Amount: _____

Contact Person Name and Title: LT JEROMEY LINDHAG Phone Number: (907) 488-6202

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. §§ 42.301-308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete **Section A** below. Recipients that claim the limited exemption from the submission requirement, must complete **Section B** below. **A recipient should complete either Section A or Section B, not both.** If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

Section A- Declaration Claiming Complete Exemption from the EEOP Requirement. Please check all the boxes that apply.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Recipient has less than 50 employees, | <input type="checkbox"/> Recipient is an Indian tribe, |
| <input checked="" type="checkbox"/> Recipient is a non-profit organization, | <input type="checkbox"/> Recipient is an educational institution, or |
| <input type="checkbox"/> Recipient is a medical institution, | <input type="checkbox"/> Recipient is receiving an award less than \$25,000 |

I, Judy L. Binkley [responsible official], certify that
City of North Pole [recipient] is not required to
prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. §42.302. I further certify that
City of North Pole [recipient] will comply with applicable Federal civil rights
laws that prohibit discrimination in employment and in the delivery of services.

Judy L Binkley City Clerk /HR Manager Judy L Binkley 05-24-2018
Print or type Name and Title Signature Date

Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review.

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official], certify that
the _____ [recipient], which has 50 or more
employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an
EEOP in accordance with 28 CFR §42.301, *et seq.*, subpart E. I further certify that the EEOP has been formulated and
signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in
the office of: _____ [organization],
at _____ [address], for review by the public and
employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of
Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

Print or type Name and Title Signature Date

**Special Condition for Methamphetamine-Related Projects:
Mitigation of Health, Safety, and Environmental Risks**

- A. General Requirement: The applicant agrees to comply with Federal, State, and local environmental, health, and safety laws and regulations applicable to the investigation and closure of clandestine methamphetamine laboratories and the removal and the disposal of the chemicals, equipment, and wastes used in or resulting from the operations of these laboratories.
- B. Specific Requirements: The applicant understands and agrees that any project or initiative involving either the identification, seizure, or closure of clandestine methamphetamine laboratories, hereafter referred to as the "Project," can result in adverse health, safety, and environmental impacts to (1) law enforcement and other governmental personnel involved; (2) any residents, occupants, users, and neighbors or the site of a seized clandestine laboratory; (3) the seized laboratory site's immediate and surrounding environment; and (4) the immediate and surrounding environment of the site(s) where any remaining chemicals, equipment, and wastes from a seized laboratory's operations are placed or come to rest.

Therefore, the applicant further agrees that in order to avoid or mitigate the possible adverse health, safety, and environmental impacts of its Project, it will (1) include the nine, below listed protective measures or components within its Project; (2) provide for their adequate funding to include funding, as necessary, beyond that provided by the grant agreement; and (3) implement these protective measures throughout the life of the grant agreement. In so doing, the applicant understands that it may implement these protective measures directly through the use of its own resources and staff or may secure the qualified services of other agencies, contractors, or other qualified third parties.

The applicant agrees to include the following protective measures within its Project:

1. Provide medical screening of personnel assigned or to be assigned by the applicant to the seizure or closure of clandestine methamphetamine laboratories;
2. Provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and other personnel assigned by the applicant to either the seizure or the closure of clandestine methamphetamine laboratories;
3. As determined by their specific duties, equip personnel assigned to the Project with OSHA required protective wear and other required safety equipment;
4. Assign properly trained personnel to prepare a comprehensive contamination report on each closed laboratory;

5. Employ qualified personnel to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized clandestine laboratory;¹
6. Dispose of the chemicals, equipment, and contaminated materials and wastes removed from the sites of seized laboratories at properly licensed disposal facilities or, when allowable, properly licensed recycling facilities;
7. Monitor the transport, disposal, and recycling components of subparagraphs numbered 5 and 6 immediately above in order to ensure proper compliance;
8. Have in place and implement an inter-agency agreement or other form of commitment with the responsible state environmental agency that provides for that agency's (i) timely evaluation of the environmental conditions at and around the site of a closed clandestine laboratory and (ii) coordination with the responsible party, property owner, or others to ensure that any residual contamination is remediated, if necessary, and in accordance with existing state and federal requirements; and
9. Include among the personnel involved in seizing clandestine methamphetamine laboratories, or have immediate access to, qualified personnel who can respond to the potential health needs of any of the offender(s)' children or other children present or living at the seized laboratory site. Response actions should include, at a minimum and as necessary, taking children into protective custody, immediately testing them for methamphetamine toxicity, and arranging for any necessary follow-up medical tests, examinations, or health care.

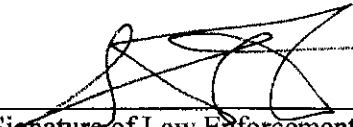
¹ In order to be considered "qualified personnel," an individual must comply with all Federal, State, and local environmental, health and safety laws and regulations applicable to the removal of all chemicals and associated glassware, equipment, and contaminated materials and wastes from a clandestine laboratory, including but not limited to the applicable sections of: U.S. EPA's Resource Conservation and Recovery Act (RCRA), 40 C.F.R. Part 260, et seq., U.S. EPA's Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 40 C.F.R. Part 300, OSHA's Occupational Safety and Health Act, 29 C.F.R. Part 1910.120, and U.S. Department of Transportation's regulations governing the labeling and transportation of hazardous materials and hazardous wastes, 49 C.F.R. Part 100, et seq. and Parts 350-399.

- C. Applicant's Acknowledgement and Agreement: Applicant acknowledges that it has received and reviewed the Environmental Assessment, including its appendices, and the Finding of No Significant Impact that have been prepared for this grant.

Applicant agrees to abide by the Environmental Assessment, including its appendices, and the Finding of No Significant Impact throughout the implementation of its Project. Applicant understands that this environmental assessment was prepared under the requirements of the National Environmental Policy Act, 42 U.S.C. 4321 et seq., and that this assessment provides both the basis for the above listed protective measures as well as references to several statutes, regulations, and guidelines that are particularly relevant to the implementation of these measures.

Certification

I certify that I have read the attached special condition and agree to abide by it:



Signature of Law Enforcement Executive

5-24-18
Date

Steve Dutra

Printed Name of Law Enforcement Executive



Signature of Government Executive

5-24-18
Date

Boya Ward (MAYOR)

Printed Name of Government Executive

**CITY OF NORTH POLE
RESOLUTION 18-04**

**A RESOLUTION DEDICATING THE NORTH POLE UTILITY PUMP HOUSE ON PERIDOT
STREET AS THE HOWARD ‘BUZZ’ OTIS MEMORIAL PUMP HOUSE**

WHEREAS, the City of North Pole owns the property and building being constructed at 2000 Peridot Street; and

WHEREAS, May 27th 2017 Howard ‘Buzz’ Otis’ along with Sam Brice were killed when their Arctic Aircraft S-1B2 airplane crashed near the Salcha River; and

WHEREAS, Howard, or “Buzz” as everyone knew him, was an avid and tireless North Pole advocate; he was employed by the City as the Director for Economic Development, which led to the launching of the North Pole Economic Development Corporation, which raised significant funds to beautify and promote the City, attract new businesses and host community events; and

WHEREAS, Buzz was paramount in starting the North Pole Championship Sled Dog Races; and

WHEREAS, the North Pole Championship Sled Dog Races, was rated among the top 5 sprint races in the world by the International Federation of Sled dog Sports (“IFSS”) and with the help of Buzz, the North Pole Economic Development Corporation won the right to host the 2013 IFSS World Championships, an event that brought in mushers and skijors from around the world to North Pole; and

WHEREAS, Buzz Otis was owner of several businesses in town and firmly believed that “a rising tide floats all boats” and committed significant amount of his own time, resources, and money to help raise the tide; and

WHEREAS, you could always find Buzz connected to any major event in town and serving on countless boards and committees; and

WHEREAS, Buzz is sorely missed by his family, friends and associates in the community and the City desires to remember his contribution to the City of North Pole and surrounding community.

NOW THEREFORE BE IT RESOLVED that the North Pole City Council names the Peridot Pump House, located 2000 Peridot Street as the Howard ‘Buzz’ Otis Memorial Pump House.

AND BE IT FURTHER RESOLVED that when the building is complete there will be a ceremony to officially post the plaque on the building.

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: