



CITY OF NORTH POLE
Regular Meeting June 18, 2018
North Pole Council Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, June 18, 2018

Work Session: Health Plan Renewal: 5:30 p.m.
Administrative Hearing for Moody Brews / 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. Presentation of the 2017 Draft Audit by Kohler, Schmitt, and Hutchison

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

11. Old 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.

12. New Business

- a. Request for Approval of Quote for Street Maintenance Work: Summer 2018.

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, June 11, 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, June 11, 2018 to order at 7:00 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
Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Mr. Skipps

APPROVAL OF AGENDA

Mr. Thompson *moved to approve the agenda of June 11, 2018*

Seconded *by Mr. Skipps*

Discussion

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

Old Business:

None

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.

Seconded by Mr. Skippis

Discussion

None

On the amendment

PASSED

Yes: 5 – Skippis, Thompson, Claus, Welch, Ward

No: 0

Absent: 2 – Hedding, Isaacson

On the Agenda as amended

Discussion

None

PASSED

Yes: 5 – Skippis, Thompson, Claus, Welch, Ward

No: 0

Absent: 2 – Hedding, Isaacson

APPROVAL OF MINUTES

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

Seconded by Ms. Welch

Discussion

None

PASSED

Yes: 5 – Skipp, Thompson, Claus, Welch, Ward

No: 0

Absent: 2 – Hedding, Isaacson

COMMUNICATIONS FROM THE MAYOR (Audio 3:40)

- The Economic Development Commission met last month and had a presentation on the Community Quarterly that the Borough puts out every quarter of the year. The fun fact for last summer was that we built more homes in the City of North Pole than the City of Fairbanks.
- This week I am busy with the court evidentiary hearing on statute of limitations for the City of North Pole in the Williams case and will be out of the office for most of the week.
- Next weekend is the Juneteenth celebration to be held at the Bernice Allridge Park in Fairbanks from 10am to 7pm. I will be there with Mayor Matherly to enjoy the celebration.
- Our next 4th of July meeting is June 25th at 6pm here at City Hall. We are excited about this year's festivities and are asking for your participation!

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Fire Dept., Chief Coon (Audio: 21:06)

- Hose testing is complete.
- We will be testing the City's hydrants starting on July 16th and finishing up on July 27th. You might see some slight discoloration in your water while we are flushing the system but the water is safe to drink.
- Members are still doing some driving and pumping training. This training will get our members a state of Alaska cert. This training also helps with our insurance grade.
- Department members are providing medic services to the Moto Cross track throughout the summer.
- Started painting projects on the annex and training building.
- Lt. Nelson retired from the department with 26 years of service. He will be added to the Life Member board for his contributions to the City of North Pole.
- Engineer Richard Hagen has been promoted to Lieutenant. Richard has been with NPDF for quite a few years and I know he will do a great job.

- Airpack Grant Update:
 - Department members have started some online training on the new model. Three staff members are taking the technician level repair training tomorrow. New packs will be in Fairbanks the end of the month.
- Fleet Maintenance Report:
 - 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.
 - Engine 21 has been repaired and is now back in service first out. The repair to the pump transmission cost approximately \$7,000. This is a tremendous savings by doing it in-house. The estimated cost of sending this repair to the shop would have been approximately \$25,000. This is a good reminder to the Council the need to fund fire apparatus replacements. The current allocation does not even keep up with replacing ambulances.

Police Dept., Lt. Lindhag (Audio 18:22)

- Chief wanted Council to see some of the department's stats so you can see what our officers are doing.
- Summer is coming so there are a lot more contacts.
- The department finished firearms training.
- Det. Gibson had her baby and is taking time off to spend with her family.
- Sgt. Stevenson is scheduled to be back this month.
- The Police Academy will be starting soon and we have some officers who will be participating by teaching classes.
- Filled out evidence clerk position.
- **Ms. Welch** asked Lt. Lindhag how he was assimilating back into the department. Lt. Lindhag replied he is still learning and enjoying it. He is happy to be back.

Finance, Tricia Fogarty (Audio 15:26)

- Attended a 2 day class on budgeting last week. Learned a few things that I'd like to implement.
- Will meet with Aurora tomorrow to wrap up the audit. The state of Alaska still has not released the PERS contribution report. This has happened in the past so the auditors will provide a draft audit until the state releases the PERS information.
- The auditors would like to talk with each of you so please call them and ask for Gary.
- I am working on payroll and the mayor is unavailable so I will need another signer to come in and sign off on payroll, preferably Wednesday morning before noon.
- Our AML investment pool account is set up so I will be working on transferring our existing account over.

Director of City Services, Bill Butler (Audio 6:21)

- Busy this week with the evidentiary hearing along with the Mayor.

Building Department

- Series of projects out there with the High School, Middle School, and Elementary School.
- The residential and commercial projects reported at previous Council meetings have been permitted and are moving forward.

Public Works

- The flowers are out but concerned about the weather and hope it stays above freezing tonight so they do not frost.
- Completed the construction of all the new benches and trash cans.
- Working on a sleigh that people can sit in and take pictures. It will go out by City Hall.

Utility Department

- The water expansion project is moving on schedule. Work is taking place in both Zone 1 and 2.
- The leak on 5th Avenue that could not be repaired during the winter has been fixed.

Natural Gas Utility Board

- There has been some back and forth with AIEDA. IGU wants more flexibility on the sales agreement. Specifically, they would like to be able to look at Siemens and their turnkey product.

Borough Representative

None

City Clerk's Office, Judy Binkley (Audio 29:05)

- Last week I was at Professional Development 1 (aka PD 1) for the Northwest Clerks Institute at the University of Puget Sound in Tacoma, Washington. I was in a class with about 60 other Clerk professionals and we spent the week focusing on legal issues, ethics, effective writing, the role of the clerk, records management, and parliamentary procedure. I was pushed out of my comfort zone into the "learning zone" and was able to network quite a bit. I'm looking forward to PD 2 next year!
- Reminder: prior to the Council meeting next Monday, we will have a work session starting at 5:30 to go over the Health Insurance renewal with the insurance brokers.

ONGOING PROJECTS (Audio 31:50)

Bill Butler presented the update on the Santa's Senior Center remodel project.

CITIZENS COMMENTS – (Limited to Five (5) minutes per Citizen) (Audio 49:08)

- **Chad Heineken**, 110 Lewis St.: Spoke about the change to the emergency leave bank. Stated he is supportive of changing but wanted to provide his personal perspective. Likes the flexibility of personally evaluating if the employee in need of the leave has been responsible with their planning. Also likes the idea of the leave bank for the accounting of the donated leave time. Does not support the idea of having to contribute to it in order to use it.
- **Geoff Coon**, 110 Lewis St.: Brought up the 2 personnel issues that were consented on the agenda. As for the leave bank, is supportive of it in concept. If everyone gives a little, no one has to give a lot. It's not perfect but likes the accountability for tracking the donated leave. As for the insurance change, no one likes cost increases but we have a nice plan and we'd like to see the exact same coverage continue.
- **Kevin Haywood**, 110 Lewis St.: As for the leave bank, was skeptical at first but after talking it over, it seems like a good way to go for the employees. As for the insurance, we have good insurance rates that are competitive and we use that when hiring. Encouraged Council and the Mayor to keep that in mind. Little changes to the premium are fine but we are worried about what changes there are with the plan itself.

OLD BUSINESS

None

Public Comment

None

NEW BUSINESS

RESOLUTION 18-04, A RESOLUTION DEDICATING THE NORTH POLE UTILITY PUMP HOUSE ON PERIDOT STREET AS THE HOWARD 'BUZZ' OTIS MEMORIAL PUMP HOUSE. (Audio 56:40)

Mayor Ward introduced the resolution.

Public Comment (Audio 59:40)

- **Jeff Cook**, 10088 Salcha Dr.: Spoke in support of Resolution 18-04 and thanked Council for doing this. Stated this is a great way to recognize Buzz.
- **Ross Adkins**: Talked about the business relationships Buzz had with people all over town.
- **Kevin Haywood**, 110 Lewis St.: Thanked Council for doing this for Buzz.
- **Geoff Coon**, 110 Lewis St.: Also thanked Council for doing this for Buzz.

Mr. Thompson *moved to adopt Resolution 18-04, a resolution dedicating the North Pole Utility Pump House on Peridot Street as the Howard ‘Buzz’ Otis Memorial Pump House.*

Seconded by Ms. Welch

Discussion

Mayor Ward noted that during the Committee of the Whole, Council Members Skipps, Thompson, Claus, and Welch stated they would like to co-sponsor the resolution with Mr. Isaacson.

PASSED

Yes: 5 – Skipps, Thompson, Claus, Welch, Ward

No: 0

Absent: 2 – Hedding, Isaacson

COUNCIL COMMENTS (Audio 1:07:25)

Mr. Claus – It’s nice to see the sidewalks and roads clear.

Mr. Thompson – None

Mr. Skipps – None

Ms. Welch – My husband received the APOA citizen of the year award after being nominated by Chief Dutra and it really lifted him up.

Mayor Ward - None

Mr. Thompson *moved to adjourn the meeting at 8:10 p.m.*

Seconded by Mr. Skipps

The regular meeting of Monday, June 11, 2018 adjourned at 8:11 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, June 18, 2018.

Bryce J. Ward, Mayor

ATTEST:

Judy Binkley, North Pole City Clerk

DRAFT

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

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**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.

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

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Bryce J. Ward, Mayor

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44 ATTEST:

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Judy L. Binkley, North Pole City Clerk

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<p>PASSED/FAILED Yes: No: Absent:</p>

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**

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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

- 29 B. New employees shall not be eligible for leave during their first ninety days of employment,
30 although leave shall accrue from the beginning of employment.
- 31 C. Monetary compensation (leave buy-out) can be authorized up to a maximum of eighty hours
32 (one hundred twenty hours for personnel on the nineteen-day cycle shift) per calendar year with
33 the approval of the department head. An employee must have sixteen hours remaining for forty-
34 hour-per-week employees and twenty-four hours remaining for nineteen-day cycle employees
35 after compensation in order to be eligible.
- 36 D. Department heads/~~acting department heads~~ or designees are the sole approving authority on
37 leave. Approval considerations shall be based upon department operation requirements and the
38 desire of the employee. Leave may be canceled or amended to allow the department to meet
39 emergency situations. However, leave may not be canceled or amended to avoid paying
40 overtime.
- 41 E. An employee who is unable to report to work for any reason without prior approval shall
42 report the reason for his absence to his department head as soon as possible after the time he is
43 expected to report for work. Leave with pay shall be allowed on a case-by-case basis. The
44 department head shall determine whether or not an employee's reason for absence warrants leave
45 with pay. It is the responsibility of the employee to provide substantiation of their reason for not
46 appearing for work.
- 47 F. Unused leave shall be compensated at the current rate of pay at the time of resignation or
48 dismissal of an employee.
- 49 G. Leave can accrue from year to year with a maximum accrual of three hundred twenty hours,
50 except that the maximum leave accrual for nineteen-day cycle shift personnel shall be four
51 hundred twenty hours. When an employee's leave accrual reaches the maximum limit they must
52 elect either to receive monetary compensation or take leave subject to the provisions of
53 subsection (C) of this section to reduce the accrued leave below the maximum level. If an
54 employee changes from a nineteen-day cycle shift to a forty-hour-a-week shift, or vice versa, any
55 leave that is over the maximum after conversion (see subsection (G)(1) of this section for
56 conversion) for that shift schedule must be sold or taken as stated in this subsection. The office
57 responsible for payroll operations shall ensure compliance with this subsection.
- 58 1. The formula for converting the accrued leave of an employee who goes from a forty-hour-
59 per-week shift to a nineteen-day cycle shift, or vice versa, shall be as follows:
- 60 a. From a forty-hour-per-week shift to a nineteen-day cycle shift: Multiply the current accrued
61 leave balance by the current hourly rate of pay for the forty-hour-per-week shift and divide this
62 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.

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

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

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

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130 **Section 3.** Effective date.

131 This ordinance shall become effective upon passage.

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133 **PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this
134 ____ day of ____, 2018.

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141 ATTEST:

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Judy L. Binkley, North Pole City Clerk

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Bryce J. Ward, Mayor

PASSED/FAILED

Yes:

No:

Absent:

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

City of North Pole
Director of City Services

Memo

To: North Pole City Council
From: William Butler
Date: June 13, 2018
Subject: Quotes for annual street maintenance

RECOMMENDATION

Accept quote from JVP Construction, Inc. totaling \$22,273 to perform annual street maintenance.

BACKGROUND

Each year the Public Works Department establishes a set of road repair priorities and then solicits quotes from local contractors. The Street Maintenance Budget is not only used for these priority road repairs but also funds the purchase of sanding gravel, annual street sweeping, major brush cutting that is not economical for the Public Works staff to perform and other miscellaneous street-related projects. The 2018 budget for all these activities is \$92,500. As of June 13, the balance of the street maintenance budget was \$91,279.

Cody Lougee requested quotes from four local firms for the selected 2018 street maintenance projects. Only two firms submitted quotes. These quotes are summarized below and the individual quotes are attached.

Contractor	Quote
JV Construction, Inc.	\$22,273.00
Interior Excavation & Trucking	\$50,807.00

JVP CONSTRUCTION, INC.
692 Eton Boulevard, Fairbanks, AK 99709-6771

Estimate

Date: June 5, 2018

Project: City of North Pole roads

Name: Jack G. Phipps, President
Phone: 907-479-3798 Shop: 907-474-3798
E-mail: vphipps@gci.net

To: City of North Pole, Alaska
Attention: Cody Lougee, Superintendent
FAX: 907-488-3002

Following are estimated prices for the specified roads needing asphalt repair:

- | | |
|------------------|---------|
| 1. First Avenue | \$7080 |
| 2. Pinnell Road | \$4468 |
| 3. Eighth Avenue | \$10725 |

All repairs will be tacked with hot AC-2.5 and paved with hot mix and compacted.

Price is good through the 2018 construction season.

PLEASE CONFIRM WITH JACK THAT THIS FAX WAS RECEIVED.

Interior
EXCAVATION
& TRUCKING

FAIRBANKS, AK.

PO BOX 70372 FAIRBANKS, ALASKA 99707
(O) 907.474.0793 | (F) 907.474.0792 | raww@acsalaska.net

TO: Cody Lougee / City of North Pole

FROM: Roy Wills

Date: 5/23/2018

RE: miscellaneous Asphalt repair

Interior Excavation & Trucking will provide all equipment, material and labor to complete all phases of earthwork listed below

Finnell St. \$16,840.00

Sawcut, Ex, backfill, D-1 & asphalt approx. 1850 sq. ft.

1st Ave \$6,212.00

Sawcut, level w/D-1 & asphalt approx. 1550 sq. ft.

8th Ave \$27,755.00

Sawcut, Ex, Geo-textile, Backfill, D-1 & asphalt approx. 2600 sq. ft.

Total Price \$50,807.00

Thank you for your consideration

Roy Wills