Monday, July 2, 2018
Committee of the Whole: 6:30 p.m.
Regular City Council Meeting – 7:00 p.m.

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

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

11. Old Business

12. New Business
   b. Request for Approval of the City of North Pole Advertising Contract with the Fairbanks Daily Newsminer.
   c. Request to Authorize the North Pole 2018 Water System Expansion – Control Programming Professional Services Proposal in the Amount of $82,616.
   d. Ordinance 18-14, An Ordinance of the City of North Pole, Alaska to Amend the 2018 Police Department and Fire Department Budgets.

13. Executive Session
   a. To discuss personnel issues in the Fire Department.

14. Council Comments

15. 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](http://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.*
A regular meeting of the North Pole City Council was held on Monday, June 18, 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 18, 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

**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 June 18, 2018

Seconded by Mr. Claus

**DISCUSSION**
None

Mr. Thompson moved to add the following item:

**New Business:**

Seconded by Mr. Claus

Discussion
None

On the amendment

PASSED
Yes: 5 – Skipps, Thompson, Claus, Welch, Ward
No: 0
Absent: 2 – Hedding, Isaacson

On the Agenda as amended

Discussion
None

PASSED
Yes: 5 – Skipps, Thompson, Claus, Welch, Ward
No: 0
Absent: 2 – Hedding, Isaacson

APPROVAL OF MINUTES

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

Seconded by Ms. Welch

Discussion
None

PASSED
Yes: 5 – Skipps, Thompson, Claus, Welch, Ward
No: 0
Absent: 2 – Hedding, Isaacson

COMMUNICATIONS FROM THE MAYOR (Audio 3:17)

• This was week was busy as we were in court for the evidentiary hearing for the statute of
  limitations regarding the sulfolane settlement.
• We are getting ready for the 4th of July. Our next meeting is Monday, June 25th at 6pm.
COUNCIL MEMBER QUESTIONS OF THE MAYOR (Audio 3:46)

- Ms. Welch asked if there was a request for the ice sculpture this year. Mayor Ward replied that we would figure something out.

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Fire Dept., Chief Coon
None

Police Dept., Chief Dutra (Audio 4:05)

- Taser replacement is needed and we suspect somewhere around $18k cost to replace. Working on a replacement timeline to help reduce expenditure. Current units are almost 10 years old.
- We find ourselves in another pickle with hiring. Officer Fisher has taken a job in Iowa and will be leaving us after 7 years. Sorry to see him go. This will leave us down 3 in the summer.
- June 30th at 11:00 is our annual Sgt. Allen Brandt Run From the Cops event at FPD. I would hope you can find time to attend.
- Thank you for supporting the radio grant and the JAG money.
- Chief Eric Jewkes, Captain Wall, and myself all honored Dr. Charles Scott for his lifetime achievement to the citizens of this borough. We honored him with a plaque and an award at the annual APOA Awards Banquet.
- I conducted an ALiCE presentation for Sourdough employees at the NP Sourdough. Well received.
- I just returned from vacation. All is well. Lt. did a good job while I was gone. We kept in touch and handled issues over the phone.
- Ms. Welch asked if there was a way to contact police directly report anything citizens see. Chief Dutra replied that you can always call the station and if no one answers, the call will be directed to dispatch.

Finance, Tricia Fogarty
None

Director of City Services, Bill Butler (Audio 10:07)

Building Department

- North Pole Middle School Mechanical Upgrades Project, preferred contractor identified for this FNSB $4 million project.
- Dental practice on Kevin’s Way construction has begun.
- Homestead Road: four, 4-plexs’ construction is under way.
• Three new single family home permit applications submitted.
• New 4-plex on Park Way permit applications submitted.
• To date, almost $15 million in new valuation authorized or in the permitting process to date.

Public Works
• Landscaping activities are the major activities being performed by Public Works.
• Flowers in roundabouts weathered the frost conditions last week with some minor losses in the planters.
• Light poles around City Hall painted white.
  o Candy cane pattern had faded badly.
  o Time consuming to reproduce the candy cane pattern.
  o This fall, Public Works will wrap the street lights at the City Hall parking lot with strands of red lights to reproduce the candy cane effect.
• One summer hire left for a higher paying position. Public Works is considering delaying a new hire until the end of summer when the summer hires begin to leave but much landscaping work remains and the two permanent staff are short-handed preparing for winter.

Utility Department
• Sufolane settlement:
  o HDPE pipe installation continues in 12 Mile Village, up Peridot Street and into section of Zone 3 to get the water main to the new pump house.
  o Plan to connect the 16 inch HDPE main to the Utility’s 12 inch ductile iron water main in about two weeks to begin flushing the new water mains.
  o Peridot Road pump house subsurface piping nearing completion and proceeding to pouring the foundation.
  o Framing work nearing completion at the water treatment plant.
  o A problem has occurred with horizontal directional drilling under the drainage channel.
    ▪ Can see the drilling equipment parked on the south side of the Richardson Highway.
    ▪ Soils keep collapsing, interfering the pulling of the water main through the bore hole.
    ▪ Solution is use of a large pipe sleeve to pull the water main through the bore hole.

Natural Gas Utility Board
• On June 12, IGU board voted to purchase Pentex from AIDEA.
On June 14, AIDEA approved transferring Pentex to IGU.

Ms. Welch asked how where that puts us know with all the pipe that is already in the ground. Mr. Butler replied that a 45 million gallon liquified gas tank in Fairbanks and that will replace the Fairbanks tanks. The tanks being replaced in Fairbanks will then be moved out to North Pole. It will probably not be until 2020 that North Pole gets gas.

**Borough Representative – Mr. Skips** (Audio 17:25)
- The 2018-2019 budget for the school district has been approved.
- Also, all kindergarten classes in all schools will now go for the full day.
- There are lots of summer activities going on.
- The City of Fairbanks hired 20 new operators to cut down on overtime costs during the winter.

**City Clerk’s Office, Judy Binkley** (Audio 18:37)
- Last week Tricia and I met with Hale & Associates to go over our Workman’s Comp, Law Enforcement Liability, and Cyber Liability Insurance renewals. We got good news as our overall costs are going down.
- I am well under way with preparations for election time. The candidate packet is available on the website and our notice of vacancies has been published. The 2018 Candidate Open House will be Saturday, July 7th at the Borough Assembly Chambers beginning at 10am. The filing period will open at 8am on Monday, July 16th and close at 5pm on Monday, July 30th.
- I will be on vacation starting tonight and back in the office on Monday, July 2nd. I plan to check my emails daily so if you need to get a hold of me, that will be the best way.

**ONGOING PROJECTS** (Audio 20:00)
Gary Hutchison presented the 2017 draft audit by Kohler, Schmitt, and Hutchison.

**CITIZENS COMMENTS – (Limited to Five (5) minutes per Citizen)**
None

**OLD BUSINESS**

**ORDINANCE 18-12, AN ORDINANCE OF THE CITY OF NORTH PLE, ALASKA TO AMEND TITLE 2, PERSONNEL SYSTEM, CHAPTER 36, SECTION .480 INSURANCE AND DISABILITY BENEFITS.** (Audio 46:17)

Mayor Ward introduced the ordinance.
Public Comment
None

Mr. Thompson moved to adopt 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.

Seconded by Ms. Welch

Discussion (Audio 47:38)
- Mr. Thompson stated he thinks the increase is relatively small considering the health insurance marketplace and supports the ordinance.

PASSED
Yes: 5 – Skipps, Thompson, Claus, Welch, Ward
No: 0
Absent: 2 – Hedding, Isaacson

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. (Audio 48:20)

Mayor Ward introduced the ordinance.

Public Comment (Audio 52:55)
- Steve Dutra, 125 Snowman Lane: Stated he likes the current system that is in place. There have been issues with popularity but that employees should be able to donate to employees directly. The idea of the bank is a good idea but there needs be an appeal process. Right now we have a good working relationship with the Clerk and the Mayor but that could change so we need to make this process time-proof.

Mr. Thompson moved to adopt 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.

Seconded by Mr. Skipps

Discussion (Audio 56:05)
- Mr. Claus stated he agrees with the Chief about having a mechanism in there and perhaps tabling this until there is a way to work out some sort of accommodation that
take into account the changes that might go through with the City Clerk and Mayor in the future.

- **Ms. Welch** stated part of the issue could be taken care of by having 2 (two) people concur on the decision.
- **Mr. Thompson** stated he thinks he understands where the discussion is going. However, by changing the language from “or” to “and” doesn’t alleviate the time-proofing issue.
- **Mayor Ward** stated we could look at modifying this by having the City Clerk, who is also the HR Manager rule quickly on all decisions and if there is an appeal, it then goes to the Mayor to make a decision.
- **Ms. Welch** wanted clarification that with this method, the Clerk would make the decision and if the employee didn’t like the decision, they could appeal to the Mayor.
- **Mr. Thompson** asked if we want to address all the areas of the ordinance that say “and/or” Mayor.

**Ms. Welch moved to suspend the rules for 5 minutes**

Seconded by Mr. Skipps

**Mr. Thompson moved to amend 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 by:**

- Line 90 strike “and Mayor”
- Line 106 strike “and/or Mayor”
- Line 110 add c. An applicant may appeal a decision made by the City Clerk to the Mayor, who shall quickly make a determination in writing. The Mayor’s decision is final.
- Line 121 strike “or Mayor”
- Line 125 strike “or Mayor”

Seconded by Ms. Welch

**Discussion on the amendment** (Audio 1:12:40)

- **Mr. Thompson** stated that just to add closure, this is a good way to clean up the ordinance.

**On the amendment**

**PASSED**

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

No: 0
Absent: 2 – Hedding, Isaacson

**Discussion on the motion as amended**
None

**On the motion as amended**

**PASSED**
Yes: 5 – Skipps, Thompson, Claus, Welch, Ward
No: 0
Absent: 2 – Hedding, Isaacson

**NEW BUSINESS**

**REQUEST FOR APPROVAL OF QUOTE FOR STREET MAINTENANCE WORK: SUMMER 2018.** (Audio 1:13:45)

Mr. Butler introduced the request.

**Public Comment**
None

Mr. Thompson moved to approve the quote from JVP Construction for street maintenance work: summer 2018.

Seconded by Mr. Skipps

**Discussion**
None

**PASSED**
Yes: 5 – Skipps, Thompson, Claus, Welch, Ward
No: 0
Absent: 2 – Hedding, Isaacson

**REQUEST TO APPROVE THE RENEWAL OF THE CITY OF NORTH POLE HEALTH CARE PLAN FOR JULY 1, 2018 – JUNE 30, 2019.** (Audio 1:18:10)

Mayor Ward introduced the request.

**Public Comment**
None
Mr. Thompson moved to approve the renewal of the City of North Pole Health Care Plan for July 1, 2018 – June 30, 2019.

Seconded by Ms. Welch

Discussion (Audio 1:20:30)
- Mayor Ward stated he is excited about the wellness program and fostering the culture of taking care of your health for our employees.
- Ms. Welch stated that education is important for our employees to be better consumers.

PASSED
Yes: 5 – Skipps, Thompson, Claus, Welch, Ward
No: 0
Absent: 2 – Hedding, Isaacson

COUNCIL COMMENTS (Audio 1:23:00)

Mr. Thompson – see you guys July 2nd, at our next Council meeting.

Mr. Skipps – invite Council members to our next 4th of July celebration meeting on Monday, June 25th.

Ms. Welch – I’ll be doing ice carving for the 4th of July event and I’ll have visiting guests at our next Council meeting.

Mr. Claus – it’s still light out so I hope all those using the sidewalks (atvs, 4-wheeler) will obey all traffic laws.

Mayor Ward – my time here is short so if anyone is interested, my door is open and I look forward to helping the next mayor be successful in this role.

Mr. Thompson moved to adjourn the meeting at 8:33 p.m.

Seconded by Ms. Welch

The regular meeting of Monday, June 18, 2018 adjourned at 8:34 p.m.
These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, July 2, 2018.

____________________________________
Bryce J. Ward, Mayor

ATTEST:

____________________________________
Judy Binkley, North Pole City Clerk
Memo

To: Judy Binkley, North Pole City Council
From: Mayor Ward
cc: 
Date: June 26, 2018
Re: Extension of Auction Service contract

Council,

The City recently put the Auction services back out to bid and received no qualified submissions, Per the contract with Great North Auction LLC we are able to extend for another year, I am recommending to extend the contract to June 15th 2019. The Contract cannot be extended after June 15, 2019 and must be rebid.

Sincerely,

Mayor Bryce J. Ward
INVITATION FOR BID
for Auction Services

Issue date: Wednesday: May 25, 2016

Closing Location:
North Pole City Hall
125 Snowman Lane
North Pole, Alaska 99705

Closing Date and Time:
Bids must be received at the City Clerk’s office by:
2:00 p.m. June 8, 2016

City Contact:
Kathy Weber
City Clerk, City of North Pole
Telephone: (907) 488-8583
Email: Kathy.weber@Northpolealaska.org
INVITATION
The City of North Pole is seeking bids for a qualified contractor to auction surplus equipment and vehicles. The City anticipates having a surplus auction at a minimum annually. The date for this auction may vary from year to year.

Items must be auctioned within 90 days of receipt. Items sold shall be auctioned at the contractor’s facility. Any items that cannot be sold individually shall be combined with other items to be auctioned.

BASIS OF AWARD
Awards shall be made to the low, responsive, responsible bidder based on the total amount of commission to the Contractor. The bid offering the lowest commission rate and who is available to provide services as outlined herein will receive a one-year base contract. The bid must provide three client references, from sizable auctions with current contact information including name, address and telephone number, to be used for a background check for evaluation purposes. Bids that are unrealistic in terms of scope or price, or that reflect an inherent lack of comprehension of the complexity and risks of the project requirements, may be rejected.

Auctioneer’s commission shall include all expenses related to performance of services.

PERIOD OF PERFORMANCE
Base contract is June 15, 2016 through June 15, 2017, funded in one-year increments.

The City reserves the right to renew any contract resulting from this solicitation for up to two (2) additional one-year periods, pending Council funding and satisfactory performance by the Contractor.

SPECIFICATIONS
The Contractor shall manage the equipment surplus auction and shall be responsible for providing the following:

- Advertising: The Contractor shall notify the City of any auction including City assets and shall advertise the sale in a newspaper of general circulation in the City at least fifteen days in advance of the date of the sale and post in at least one public place in the City. The Contractor may advertise in additional media at their own discretion.
• Auction Catalog: Printed and available for distribution no later than one day prior to the auction. Contractor shall have staff present for the viewing day (the Friday before the auction) to distribute auction catalogs and field questions from prospective bidders.

• Auction support services and staff shall include, at a minimum, one (1) a lead auctioneer, one (1) ring persons, one (1) cashier/ clerk, sound equipment, and other items or services required to conduct a professional auction.

• A list of registered buyers, list of lot numbers and sales receipts indicating the sale price of each lot; sales receipts must reference buyer registration number(s).

• Collection of payments, including delinquent or disputed payments and bad checks.

• Ability to accept credit card payments from successful bidders. The vendor may assess the card holder with a credit card processing fee. If a fee is to be assessed, the fee shall be, at a minimum, stated in the sale brochure.

• Payment, in the form of a cashier's check, within fifteen (15) working days of the date of the auction for the net amount of the sale.

• Staff as needed following the auction to load pallets and clean the auction area.

• Buyers Premium is not allowed.

• Accept equipment dropped off at the Contractor's facility (up to) once a month, as coordinated between The City of North Pole and the Contractor.

ETHICS
The Contractor must, in conducting an auction, deal with customers in a manner exhibiting the highest standards of professionalism and respect. The Contractor owes the customer the duties of honesty, integrity and fair dealing at all times.

The Contractor shall not provide auction services in a careless or negligent manner, such as a series of errors that, considered individually, might not significantly affect the results, but which when considered in the aggregate would be detrimental to the City's interests. The Contractor must use due diligence and due care.

"Shill" bidding (also referred to as "by-bidding", "ghost" bidding and "puffing" is strictly prohibited.

Vendors certify by submittal of their bid that the prices submitted have been independently arrived at and without collusion.
CONFLICT OF INTEREST
Applicant shall disclose in their bids any actual or potential Conflict of Interest and existing business relationships it may have with the City, its elected officials, appointed officials or employees.

OWNERSHIP
The City reserves the right to establish minimum bid amounts for any item or lot. The City also reserves the right to remove items or lots from the auction prior to the auction date.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT
(a) The Contractor shall indemnify, save harmless and defend the City of North Pole, its, officers, agents, and employees from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission, or negligent or wrongful act of the Contractor, subcontractor, or anyone directly or indirectly employed by them in the performance of this contract.

(b) All actions or claims including costs and expenses resulting from injuries or damages sustained by any person or property arising directly or indirectly from the Contractor's performance of this contract which are caused by the joint negligence of the Contracting Agency and the Contractor shall be apportioned on a comparative fault basis; however, any such joint negligence on the part of the Contracting Agency must be a direct result of active involvement by the Contracting Agency.

INSURANCE:
Contractor must furnish a certificate of insurance within the (10) days of receipt of the Notice-of-Intent to Award and must provide for a thirty (30) day prior notice of cancellation, non-renewal or material change of the policies. Failure to furnish satisfactory evidence of insurance or lapse of policy shall be endorsed with a waiver of subrogation in favor of the Owner. All other insurance policies required of the Contractor by this agreement shall be endorsed to provide that such insurance shall apply as primary insurance and that any insurance or self-insured carried by the Owner will be excess only and will not contribute with the insurance required by this agreement. All other insurance policies required of the Contractor and subcontractors by this Agreement shall be endorsed to name the Owner as additional insured. All insurance shall be on an occurrence from acceptable to the Owner.

1. Workers' Compensation and Employers' Liability Insurance as required by any applicable law or regulation. Employers' liability insurance shall be in the amount no less than $100,000 each accident for bodily injury, $500,000 policy limit for bodily injury by disease and $100,000 each employee for bodily injury by disease. The Contractor shall be responsible for Workers' Compensation Insurance for any subcontractor who directly or indirectly provides services under
this contract. This coverage must include statutory coverage for states in which employees are engaging work. If there is an exposure of injury to Contractor’s employees under the U.S. Longshoremens’ Harbor Workers’ Compensation Act, the Jones Act, or under laws, regulations or statutes applicable to maritime employee, coverage shall be included for such injuries or claims.

2. Commercial General Liability Insurance: The Contractor is required to provide Commercial General Liability (CGL) insurance with limits not less than $1,000,000 combined single limit per occurrence and $2,000,000 in the aggregate not excluding premises operations, independent contractors, products, and completed operations, broad form property damage, blanket contractual, explosion, collapse and underground hazards. Limits may be a combination of primary and excess (umbrella) policy forms.

3. Comprehensive Automobile Liability Insurance: Covering all owned, hired and non-owned vehicles with coverage limits not less than $1,000,000 single limit per occurrence bodily injury and property damage.

A. PROOF OF INSURANCE: The Contractor shall furnish the Owner with a Certificate of Insurance or where requested by the Owner, the policy declaration page with required endorsements attached thereto showing the type, amount, effective dates and dates of expiration of all policies. All endorsements shall reference policy number and the project name and project number.

B. To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the Owner occurs, and employees from and against any and all loss, expense, damage, claim, demand, judgment, fine, charge, lien, liability, action, cause of action, or proceedings of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, emotional distress or death) arising directly or indirectly in connection with the performance or activities of the Contractor hereunder, whether the same arises before or after completion of the contractor’s operations or expiration of this Agreement, except for damage, loss or injury resulting from the Owner’s gross negligence or willful misconduct.

C. Without limiting its indemnification, the Contractor shall maintain, until acceptance of the project by the Owner, occurrence type coverage of the kinds and minimum amounts set forth below. All insurance limits are minimum. If the Contractor’s policy contains higher limits, the Owner shall be entitled to coverage to the extent of such higher limits. The Owner, at its sole discretion, may rise or lower the limit.
INSTRUCTIONS TO BIDDERS

Closing Date/Time/Location
It is the sole responsibility of the applicant to submit their bid to the City Clerk prior to the closing time of 2:00 pm June 8, 2016. Bids received after the due date will not be considered. The wall clock in the North Pole City Hall is the official time piece for the receipt of all bids.

One (1) original and five copies of the bid must be enclosed and sealed in an envelope clearly marked: “Bid: Auction Services” and delivered and addressed to the City Clerk, City of North Pole, 125 Snowman Lane, North Pole, AK 99705.

Amendment to bids must be in writing and clearly identify the applicant. The amendment must be delivered to the City of North Pole, City Clerk’s Office, before the closing time to be considered as part of an applicant’s bid. Such amendments must be signed by the authorized signatory of the applicant. The amendment must be enclosed and sealed in an envelope clearly marked: “Bid: Auction Services”

It is the applicant’s sole responsibility to ensure they allow themselves enough time to submit their bid prior to the closing date and time. Bids received by facsimile or by electronic means WILL NOT be accepted. All costs to prepare the bid shall be borne solely by the applicant.

COMMUNICATIONS AND ENQUIRIES
All inquiries regarding this IFB are to be directed in writing or by email, to the listed persons. To be considered, an inquiry must be submitted by 2:00 pm June 1, 2016. The City in its sole discretion shall determine that an inquiry is of significant enough nature to issue an addendum. Any addenda shall be distributed to all registered individuals.

ADDENDA
Any addendum will be incorporated into and become part of the IFB. No amendment of any kind to the IFB is effective unless it is contained in a written addendum issued by the City.

GENERAL TERMS AND CONDITIONS
Withdrawal of Bids. The applicant may withdraw their bid at any time prior to the closing time by submitting a written withdrawal letter to the City Clerk’s Office.

Irrevocability. All bids are irrevocable for a period of (60) business days from the closing date.

Negotiation. The City reserves the right to negotiate enhancements or changes to the preferred bid with the applicant.

Cancellation of IFB. The City is not bound to select a preferred applicant or accept any bid and reserves the right in its sole discretion to postpone or cancel this IFB at any time for any reason whatsoever in accordance with the City’s judgment of its best interest.
Business License.

Section 43.70.020 of the Alaska State Statutes requires that all businesses, wishing to engage in business in Alaska, obtain a license. Prior to award of any contract or bid, the successful proposer will be required to provide the City with a copy of a current Alaska Business License.

Solicitation of Council Members and City Staff.
Proponents and their agents will not contact any member of the City Council or City Staff with respect to this IFB, other than the City Representatives named in this document.

Ownership of Bids:
All documents, including bids, submitted to the City become the property of the City. They will be received and held in confidence by the City, subject to the provisions of the United State of America Freedom of Information Act.

Governing Law. This agreement shall be governed by the North Pole Municipal Code.

Litigation Clause. The City may, in its absolute discretion, reject a bid submitted by an applicant, if the applicant, or any officer or director of the applicant is or has been engaged either directly or indirectly through another corporation in legal action against the City, its elected or appointed officers and employees in relation to:
   (A) Any other contract for works or services; or
   (b) Any matter arising from the City's exercise of its powers, duties, or functions.

Scoring Criteria
1. Qualifications and experience – 20 pts

2. Location/proximately to the City – 30 pts

3. Cost – 50 pts
CITY OF NORTH POLE
INVITATION FOR BIDS – AUCTIONEERING SERVICES
“Cost Bid “

In submitting this bid, we certify that we have examined the Specification documents, have received Addenda Nos. __________, and have included their provisions in our bid. If awarded a contract under this bid, we hereby agree to the terms set forth in the specification documents and all addenda identified on this bid.

Firm, Fixed Price/ Commission for lots or items under $1000.00: %
Numerical Price/Commission

Firm, Fixed Price/Commission for lots or items over $1000.00 %
Numerical Price/Commission

City of North Pole auction history
2012: $1,847.00
2013: $1,893.01
2014: $5,854.16
2015: None done
2016: $20,000 Projected

Guaranteed for the duration of the engagement

Business Name (DBA):

Mailing Address:

City: State: Zip Code:

Contact Telephone #: Fax #:

Email:

Name & Title of Representative:

Signature of Representative: Date:

SEAL IN A SEPARATE ENVELOPE CLEARLY LABELED

“IFB: Auction Services “

Page 8 of 8
CITY OF NORTH POLE
INVITATION FOR BIDS – AUCTIONEERING SERVICES
“Cost Bid “

In submitting this bid, we certify that we have examined the Specification documents, have received Addenda Nos. C, and have included their provisions in our bid. If awarded a contract under this bid, we hereby agree to the terms set forth in the specification documents and all addenda identified on this bid.

Firm, Fixed Price/Commission for lots or items under $1000.00: 10 %

Firm, Fixed Price/Commission for lots or items over $1000.00 8 %

Numerical Price/Commission

City of North Pole auction history
2012: $1,847.00
2013: $1,893.01
2014: $5,854.16
2015: None done
2016: $20,000 Projected

Guaranteed for the duration of the engagement

Business Name (DBA): Great North Auction LLC
Mailing Address: 1665 Richardson Hwy.
City: North Pole State: AK Zip Code: 99705
Contact Telephone #: (907)347-2219 Fax #: NA
Email: GreatNorth@GciNet
Name & Title of Representative: Kevin Drutz, Owner
Signature of Representative: Kevin Drutz
Date: 6-7-16

SEAL IN A SEPARATE ENVELOPE CLEARLY LABELED

“IFB: Auction Services “

Page 8 of 8
A few References for Great North Auction:

Saber, UAF. Surplus Auction (yearly) (907) 322-3769 over 100k every year
Forbes Storage (abandoned storage units) (907) 378-8323 amounts very
Samantha J. Hart, AAA moving & storage (abandoned storage units) amounts very
Teresa Regner, (estate of Leo Regner) 1-605-734-1038 over 100k in proceeds

We have been serving Alaskans and business in Alaska for over 20 years,
We have a secure facility with over 6 acres of secure area and are expanding 😊
We do more auctions than any auction house in Alaska year after year.
We would be happy to serve the North Pole city area in there needs😊
Thank you for your time and consideration.

Yours truly, Kevin Drotzur: Owner

[Signature]
June 22, 2016

Great North Auction, LLC
1665 Richardson Hwy
North Pole, AK 99705
P: 907-347-2219
Email: greatnorth@gci.net

Re: Notice of Award
   City of North Pole
   Auctioneering Contract

Dear Mr. Drotzur,

At the regularly scheduled meeting of the North Pole City Council on June 20, 2016, you were officially awarded the Auctioneering Services per IFB #2016-01.

According to the bidding documents, it is your responsibility to provide us with all required insurance, licenses & permits within 10 days of receipt of the Notice-of-Award.

Congratulations on your successful bid and we look forward to working with you.

Sincerely,

Kathryn Weber, MMC
North Pole City Clerk
Advertising Agreement

THIS ADVERTISING AGREEMENT ("Agreement"), made on the 13th day of June 2018 by and between the Fairbanks Daily News-Miner (hereinafter the "Newspaper") and City of North Pole (hereinafter the "Advertiser"), located at 125 Snowman Lane, North Pole, AK 99705.

WHEREAS Newspaper is the publisher of the Fairbanks Daily News-Miner and its affiliates and Advertiser wishes to purchase advertising space in said newspaper; Newspaper and Advertiser agree as follows:

1. Advertiser shall purchase a minimum of $10,000.00 (ten thousand dollars) at the rates indicated in the Newspaper’s rate schedule, which is incorporated herein by reference and made a part of this Agreement, subject to the rate revision provisions of Paragraph (4) below. Rates: $17.75 Daily / $19.75 Sunday. Exclusions apply at the rates indicated in the Newspaper’s rate schedule. New contracts will be non-renewable;

2. The terms of this Agreement shall be for 12 months (07/01/2018 – 06/30/2019) from the date of the first insertion. Upon contract expiration, the rate will default to the open rate unless a new contract has been signed. New contracts will not be retroactive.

3. If, after the contract period is completed the Advertiser shall have used less space than agreed to in Paragraph (1) above, Advertiser’s rate for all space used during the contract term shall be adjusted to the appropriate rate indicated on the Newspaper’s current rate schedule, and Advertiser shall pay the difference.

4. The terms and conditions of the Newspaper’s rate card, a copy of which has been provided to the Advertiser, are incorporated herein by reference. If any terms or conditions of the rate card conflict with the terms of this Agreement, the terms of this Agreement shall govern. The Newspaper may revise its advertising rate schedule at any time upon 30 days’ written notice to Advertiser. Advertiser may, without penalty, cancel this Agreement at any time prior to the time the new rates become effective upon prior written notice to the Newspaper.

5. Newspaper may, in its sole discretion, edit, classify, or reject at any time any advertising copy submitted by Advertiser.

6. Advertiser shall make payment within 30 days of the billing date indicated on Newspaper’s statement, and, in the event that it fails to make payment within such time, Newspaper may reject advertising copy and/or immediately cancel this Agreement and Advertiser agrees to indemnify Newspaper for all expenses incurred in connection with the collection of amounts payable under this agreement, including court costs, collection fees, attorney’s fees and applicable interest. If this agreement is cancelled due to Advertiser’s failure to make timely payment, Newspaper may rebill Advertiser for the outstanding balance due at the open or earned contract rate, whichever is applicable. Advertiser agrees to pay a service charge of 1.5% per billing cycle (18% per annum) if account is not paid according to the terms outlined in this paragraph.

7. If Advertiser utilizes an agency ("Agency"), Advertiser and Agency shall be jointly and severally liable for complying with all the terms of this Agreement, including payment for all advertising. Agency commitments, if any, shall apply to all space charges and adjustments under this Agreement.

8. This Agreement renders void any statements concerning liability which appear on correspondence from Agency or Advertiser and is irrevocable without the written consent of the Newspaper’s Credit Department. It is further agreed that the Newspaper does not accept advertising orders or space reservations claiming sequential liability.

9. When orders are forwarded by Advertiser or its Agency which contain incorrect rates or conditions, the advertising called for will be inserted and charged at the correct rate in force governing such advertising as provided for in the Newspaper’s rate schedule, as may be revised pursuant to Paragraph (4) above, and in accordance with the conditions contained herein.

10. This Agreement cannot be invalidated for typographical errors, incorrect insertions or omissions in advertising published. The Newspaper agrees to run a corrective advertisement for that portion of the first insertion which may have been rendered useless by such typographical error, wrong insertion or omission, if not the fault of the advertiser. Advertiser shall notify the Newspaper of such errors in time for correction before the second insertion. The Newspaper shall not be liable to Advertiser for any loss that results from the incorrect publication (including, without limitation, typographical errors), incorrect insertion or omission of Advertiser’s advertisements.

11. Advertiser agrees to indemnify, defend and hold harmless the Newspaper from all claims (whether valid or invalid), suits, judgments, proceedings, losses, damages, costs and expenses, of any nature whatsoever (including reasonable attorneys’ fees) for which the Newspaper or any of its affiliates may become liable by reason of Newspaper’s publication of Advertiser’s advertising.

12. All advertising copy which represents the creative effort of the Newspaper and/or the utilization of creativity, illustrations, labor, composition or material furnished by it, and is the property of the Newspaper, including all rights of copyright therein. Advertiser understands and agrees that it cannot authorize photographic or other reproduction, in whole or in part, of any such advertising copy for use in any other medium without the Newspaper’s prior written consent.

13. If any federal, state or local taxes are imposed on the printing of advertising material or on the sale of advertising space, such taxes shall be assumed and paid by Advertiser.

14. This Agreement may not be assigned or transferred by Advertiser or Agency.

15. The effectiveness of this Agreement is subject to a satisfactory credit check on Advertiser and/or Agency. Newspaper requires a completed credit application on all new Advertisers and Agencies. Advertiser and Agency agree to prepay for advertising if credit application is not approved. Credit application is not submitted, Advertiser or Agency agree to prepay for all advertising until credit application is received and approved. Advertiser or Agency agree to provide an updated credit application if Newspaper requests one. Advertiser and/or Agency give Newspaper permission to request a credit bureau report on Advertiser and/or personal guarantor of this Agreement.

16. Any claim by Advertiser for a credit related to rates incorrectly invoiced or paid must be submitted in writing to the Newspaper within twenty-five (25) days of the invoice date or the claim will be waived.

17. Advertisements cancelled after the space deadline will be billed at 50%; advertisements cancelled after the materials deadline will be billed at 100%.

18. Advertiser agrees to accept Electronic tear sheets from Newspaper. If Advertiser requests paper tear sheets, the Advertiser agrees to pay $25 per tear sheet.

19. The parties agree that a signature transmitted by any electronic means shall be deemed original for all purposes hereunder.

20. This Agreement is conditional on strikes, fires, acts of God or the public enemy, war, acts of terrorism, or any cause not subject to the control of the Newspaper, excluding the Advertiser’s failure and/or inability to perform.

21. This Agreement constitutes the complete understanding of the parties and supersedes all prior agreements, understandings, negotiations and/or arrangements between the parties and cannot be amended except in writing and signed by an authorized representative of each party. The Newspaper’s advertising sales or customer representatives are not authorized to amend or modify the terms of this Agreement and/or the Newspaper’s Rate Card terms, either orally or in writing.

22. This Agreement shall be governed by and construed in accordance with the laws of the State of Alaska.

IN WITNESS WHEREOF, duly authorized representatives of the parties have executed this Agreement as of the date noted above.

Advertiser: City of North Pole
By: __________________________ Date: __________________________
Signature: __________________________

Fairbanks Daily News-Miner
By: Linda Ness Date: 6-13-18
Signature: __________________________
ADVERTISING RATES

<table>
<thead>
<tr>
<th></th>
<th>Daily</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Rate</td>
<td>$27.50</td>
<td>$29.50</td>
</tr>
<tr>
<td>Political</td>
<td>$27.50</td>
<td>$29.50</td>
</tr>
<tr>
<td>Non-Profit Rate (501.C3)</td>
<td>$18.30</td>
<td></td>
</tr>
</tbody>
</table>

REVENUE CONTRACT RATES

Revenue Contracts must be fulfilled in a 12 month period. Contracts will be analyzed quarterly for fulfillment tracking. If contract is not met, a surcharge will apply retroactively to the earned rate.

<table>
<thead>
<tr>
<th></th>
<th>Daily</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000</td>
<td>$18.75</td>
<td>$20.75</td>
</tr>
<tr>
<td>$10,000</td>
<td>$17.75</td>
<td>$19.75</td>
</tr>
<tr>
<td>$15,000</td>
<td>$16.80</td>
<td>$18.75</td>
</tr>
<tr>
<td>$30,000</td>
<td>$15.90</td>
<td>$17.80</td>
</tr>
<tr>
<td>$75,000</td>
<td>$15.00</td>
<td>$16.90</td>
</tr>
<tr>
<td>$100,000</td>
<td>$14.25</td>
<td>$16.10</td>
</tr>
<tr>
<td>$150,000</td>
<td>$13.50</td>
<td>$15.25</td>
</tr>
</tbody>
</table>

COLOR RATES

- $99 flat fee up to 14 inches
- $299 flat fee for 14.5 - 31.5 inches
- $499 flat fee for 32-126 inches
- $499 Double Truck

TABLOID SPECIAL SECTIONS RATES*

<table>
<thead>
<tr>
<th>Size</th>
<th>Col/Inches</th>
<th>Dimensions</th>
<th>Black &amp; White Ad</th>
<th>With Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/8 Page</td>
<td>7.5</td>
<td>4.92&quot; x 2.5&quot;</td>
<td>$225.00</td>
<td>$320.00</td>
</tr>
<tr>
<td>1/4 Page</td>
<td>15</td>
<td>4.92&quot; x 5&quot;</td>
<td>$375.00</td>
<td>$520.00</td>
</tr>
<tr>
<td>1/2 Page</td>
<td>30</td>
<td>10&quot; x 5&quot;</td>
<td>$595.00</td>
<td>$820.00</td>
</tr>
<tr>
<td>Full Page</td>
<td>60</td>
<td>10&quot; x 10&quot;</td>
<td>$1,050.00</td>
<td>$1,445.00</td>
</tr>
</tbody>
</table>

SPECIALTY PUBLICATION RATES*

Bi-Monthly HOMES Magazine ........................................Call for Quote
Weekly What's On Entertainment Magazine ..............Call for Quote

ALASKA POST RATES

Weekly Military Paper ........ $13.50 per column inch
Color Rate (up to 14") ............ $75 flat fee
Color Rate (over 14") ............ $120 flat fee

Front Page Banner (6 col x 1") .......... $120 ................ $195
Front Page Banner (6 col x 2") .......... $240 ................ $300

The following types of advertising are not accepted for the front page of the Alaska Post: Bars or nightclubs, alcohol, tobacco, personals, political advertising or advertising from political action committees.

SPADEAS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Rate</td>
<td>$10,000 per spadea</td>
</tr>
<tr>
<td>6 spadeas annually</td>
<td>$8,000 per spadea</td>
</tr>
<tr>
<td>12 spadeas annually</td>
<td>$6,000 per spadea</td>
</tr>
</tbody>
</table>

*Does not include PREMIUM Products
PRE-PRINT INSERT RATES*

Preprinted inserts must meet Daily News-Miner standards for acceptance of advertising. Contracts are available based on annual commitment. Preprinted inserts are not accepted on Monday, Tuesday or Saturday.

Tabloid rate
(maximum tab size 11” x 11”) per thousand
Up to 16 pages..... $89.00
18 to 24 pages...... $95.00
26 to 32 pages.... $104.00
More than 32 pages, call for quote

Standard size pages (maximum size 11” x 22”)**
To calculate charges for standard size pages, multiply by two (2) the actual number of pages in the insert and then use prices for the tabloid pages. All page sizes larger than 10 inches x 16 inches are charged as standard size. Oversize preprinted inserts (larger than 11” x 11”) will be charged a folding fee, and are not accepted on Thanksgiving Day.

**All preprint rates quoted are for 30 lb. newsprint weight. Call for rates on other weights.

Zoned Preprints
Zoned preprints not accepted Sundays or Thanksgiving Day.
Zoned preprint special handling fee ....................... Add 20%

*Minimum charge for quantities of less than 3,000 inserts $299.00

POWER NOTES (FRONT PAGE)

Volume Agreement .................. 1 ........ 2 ......... 3 ........ 4 .......... 5 .......... 6
CPM
Front Page ........ $99.00... $95.00... $92.00 ... $89.00...$85.00.... $82.00
Section Fronts .. $90.00... $89.00...$87.00 ... $85.00...$84.00.... $82.00

*$35 plate charge per insertion

FRONT OF SECTION ADVERTISING (INCLUDES COLOR)

Contract rates and discounts do not apply.

<table>
<thead>
<tr>
<th>Any Other</th>
<th>A1 Section Front</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 columns x 1 inch ........................................... $300 ............... $250</td>
<td></td>
</tr>
<tr>
<td>6 columns x 2 inches ........................................ $600 .............. $500</td>
<td></td>
</tr>
<tr>
<td>6 columns x 3 inches ........................................ $960 .............. $800</td>
<td></td>
</tr>
</tbody>
</table>

WEATHER TOPPER PREMIUM

Guaranteed position ................................................. $250
ONLINE RATES ROS (RUN OF SITE)

<table>
<thead>
<tr>
<th>Impressions</th>
<th>50,000</th>
<th>100,000</th>
<th>150,000</th>
<th>250,000</th>
<th>300,000+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Rate (less than 50,000 Impressions)</td>
<td>$20 CPM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rectangle
300 x 250 pixels
- $12
- $10
- $9
- $7
- $6

Leaderboard
728 x 90 pixels
- $12
- $10
- $9
- $7
- $6

Half Page
300 x 600 pixels
- $12
- $10
- $8
- $8
- $6

PREMIUM ONLINE ADVERTISING — SOLD BY 24 HOUR DAY

LEADERBOARD ................................................................. $450/day
- 728 x 90 pixels • Maximum file size 75K for jpg or gif ads.

RECTANGLE .................................................................. $350/day
- 300 x 250 pixels • Maximum file size 75K for jpg or gif ads.

SLIDING BILLBOARD ..................................................... $350/day
- Billboard 970 x 300/Pencil 970x30 pixels
- Maximum file size: Billboard 75K/Pencil 30K for jpg or gif ads.

WALLPAPER ................................................................. $350/day
- Wallpapers are 1800 pixels wide by 900 pixels deep, with content on the left and right sides. The left and right panels are 300x900 pixels, with the content “safe” area 160x600.
- Maximum file size: 200K.

SPECIALTY PRODUCTS

VIDEO LINK ................................................................. $350/month
- Link to video on customer’s YouTube page. All platforms. 300x250 pixels.
- Time-based placements. Up to six spots available, which rotate among themselves. They are displayed in right-hand column.

EMBEDDED VIDEO ......................................................... $12 cpm
- .mp4 using h.264 encoding and AAC/MP3 audio codecs; 1080p or 720p resolution; no more than 8M. For best results, the first frame should be an image, not a black screen. 300x250 pixels.

NEWSMINER MOBILE APP ............................................... $6 cpm
- Tablet or phone.

HOMEPAGE TAKEOVER .................................................. $2500/day
- Takeover campaign.

CUSTOM SPONSOR ...................................................... $40/day/3 day minimum
- 200x90 pixels • Maximum file size 75K for jpg or gif ads.

WEATHER SPONSOR ...... Print & Online Package $500/month
- 88 x 31 pixels • Maximum file size 75K for jpg or gif ads.

IN BOX ADVERTISING
- Today’s Top Story (7 days) ................................................. $150
- Thursday What’s Happening Weekly Calendar ..................... $50
Dear Mr. Butler,

Reference: North Pole 2018 Water System Expansion - Control Programming Professional Services Proposal

Stantec Consulting Services Inc. (Stantec) is pleased to provide you with this scope and fee proposal to provide integration programming, including the PLC logic programming and supervisory control and data acquisition (SCADA) screen development for additional monitoring and controls at the water treatment plant (WTP) and Peridot Pump House (PH).

SCOPE OF SERVICES

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

TASK 1: SITE VISIT AND KICKOFF MEETING

A Stantec control engineer will visit the site to meet with the CONP operations staff to get their input, review existing system architecture, and review current programs and graphic screens. In addition, the Stantec engineer may offer suggestions and recommendations for improvements. Stantec will document the meeting comments and discussions and provide a written record.

Input received during the kickoff meeting will help the integration programmer to deliver products that meet the expectations of the operators and end users. The site visit is expected to take approximately 2 days onsite.

TASK 2: INTEGRATION PROGRAMMING

Working remotely the integration programmer will develop the graphic screens and PLC logic programs for the new filters and pump station. The “PLC program” is the logic code that automates and operates the equipment; the “SCADA graphic screens” are the graphical user interface the operators use to monitor and manipulate the equipment, via the PLC program.

Integration programming will include:

- Modification of WTP SCADA graphic screens to add the additional filters and equipment.
- Modification of WTP PLC program as required to interface the additional filters and equipment.
- Development of Peridot PH SCADA and local operator interface graphic screens.
- Development of Peridot PH PLC program.
Section 40 90 00 Process Control and Instrumentation Systems, Section 3.8 specifies the sequence of operations and logic required at Peridot, and at the WTP. This document also specifies programming and graphic standards for the project. The Integration programming will conform to this specification.

Existing SCADA screens for the WTP will be modified to incorporate the new filters and other equipment. New screens will be developed for the Peridot PH. The screens will include monitoring, control, and alarm functions as specified in Section 40 90 00.

Development of Graphic screens includes screens at both the local terminals in the WTP and Peridot pump house, and at the SCADA head end.

**TASK 3: GRAPHIC SCREEN PROGRAMMING DEMONSTRATION AND REVIEW**

Preliminary graphic screens will be presented to the CONP operations staff via video conference. The objective of this task is to present the look and feel of the WTP and Peridot PS monitoring screens and solicit feedback from CONP operations staff. Comments received during the demonstration will be incorporated into the final graphic screens before installation.

We anticipate a single round of graphic screen demonstration and review. We have allowed for addition of reasonable features, alarms, controls, etc., as may be requested by the operators during the demonstrations.

**TASK 4: STARTUP AND TESTING**

A Stantec control engineer will be onsite to load the control programs to the various PLCs, and to assist with the startup and testing of the monitoring and control systems for the new WTP equipment and pressure filters and Peridot PH. The Stantec engineer will work with the CONP Operations staff and the Contractor’s staff to thoroughly test the local and remote SCADA monitoring and control screens and programming, including communications and alarm functions. Functionality and testing will be witnessed and verified on forms developed for the project.

One visit for each site is anticipated with up to 3 days onsite for the pump station and 7 days for the WTP.

The construction contractor is responsible for ensuring the physical control equipment is installed, wired, and tested prior to the Stantec integrator arriving on site; this includes the communications systems. If the equipment is not ready, this may require additional site visit by the integrator, at additional cost.

**TASK 5: QA / QC**

In compliance with Stantec internal procedures, and industry standards, internal reviews of will be conducted by knowledgeable parties not directly involved in their development. These third-party reviewers will verify that the deliverables will meet contract requirements, industry expectations, and CONP needs.

**TASK 6: PROJECT MANAGEMENT**

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

• CONP will provide current SCADA and WTP PLC program files.
• The Contractor will provide accurate redline loop drawings.
• Submittals will be electronic only.
• Contractor is responsible for loop testing and verification; testing and verification is completed prior to programs being loaded.
• Contractor shall have work at a stage of completion to allow program upload approximately 1 month prior to substantial completion.
• Contractor shall have the pressure filter manufacturer’s control system programmer on site during startup and testing of that system.
• The Peridot PS cellular link will be operational for startup and testing.
• Support for the startup and testing can be completed in two site visits, one each for the Peridot PH and the WTP.
• Items not specifically included in the scope outlined herein are not part of our proposal. Where either Stantec or CONP identify additional work that may benefit the project, the work can be provided by amendment at contract rates as CONP directs.

SCHEDULE

Based on acceptance of this proposal by June 27th, the following tentative schedule is proposed:

Table 1: Preliminary Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Approximate Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1: Site Visit and Kickoff Meeting</td>
<td>July 11, 2018</td>
</tr>
<tr>
<td>Task 2: Integration Programing</td>
<td>Integral with, and prior to completion of Tasks 3 and 4</td>
</tr>
<tr>
<td>Task 3: Graphic Screen Programming Demonstration</td>
<td>July 30, 2018</td>
</tr>
<tr>
<td>Task 4: Startup and Testing</td>
<td>Week of August 20, 2018</td>
</tr>
<tr>
<td>Support I/O testing and new filter startup (WTP site visit)</td>
<td>Week of September 3, 2018</td>
</tr>
<tr>
<td>Support new pump station startup (Peridot PH site visit)</td>
<td>Week of September 3, 2018</td>
</tr>
<tr>
<td>Task 5: QA / QC</td>
<td>Prior to submittals above</td>
</tr>
<tr>
<td>Task 6: Project Management</td>
<td>On going</td>
</tr>
</tbody>
</table>

FEE

The services described here will be provided to CONP in accordance with the Professional Service Terms and Conditions previously negotiated and agreed to between Stantec and CONP. This work may be completed by change order to the existing agreement or a separate agreement. The total estimated fee for proposed services is $82,616 to be performed on a time and materials basis. The development of this fee is shown on the attached spreadsheet.
Services will be performed at the standard Stantec billing rates in effect at the time services are provided, subject to annual adjustment. Direct expenses will be invoiced at cost plus ten percent (10%). Travel, lodging, vehicles, and supplies will be invoiced at cost, without markup.

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

CLOSURE

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

Regards,

Stantec Consulting Services Inc.

Dean Syta PE
Principal

Phone: 907-343-5260
Fax: 907-258-4653
dean.syta@stantec.com

Attachment: As indicated

sg \us1308-f01\shared_projects\2047056203\_management_cm_2018_water_exp\contracts\programming\20180604_conp_programming.docx
<table>
<thead>
<tr>
<th>Task</th>
<th>Hours</th>
<th>Rate</th>
<th>Labor Costs</th>
<th>Expenses</th>
<th>TOTAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Control System Programming</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task 1: Site Visit and Kickoff Meeting</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site visit to review existing SCADA application to enable offline</td>
<td>28</td>
<td>2</td>
<td>$5,542</td>
<td></td>
<td>$5,542</td>
</tr>
<tr>
<td>(remote) generation of new screens</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trip Report</td>
<td>1</td>
<td>4</td>
<td>$968</td>
<td></td>
<td>$968</td>
</tr>
<tr>
<td>Travel and per diem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,750</td>
</tr>
<tr>
<td><strong>Task 2: Integration Programming</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modify WTP SCADA graphic screens to add filters and equipment</td>
<td>1</td>
<td>2</td>
<td>$4,032</td>
<td></td>
<td>$4,032</td>
</tr>
<tr>
<td>Modify WTP PLC program for added filters and equipment</td>
<td>1</td>
<td>2</td>
<td>$7,416</td>
<td></td>
<td>$7,416</td>
</tr>
<tr>
<td>Peridot PH SCADA and local operator interface graphic screens</td>
<td>1</td>
<td>2</td>
<td>$4,032</td>
<td></td>
<td>$4,032</td>
</tr>
<tr>
<td>Peridot PH PLC program</td>
<td>1</td>
<td>4</td>
<td>$10,480</td>
<td></td>
<td>$10,480</td>
</tr>
<tr>
<td>Perform internal system tests (simulated environment)</td>
<td>2</td>
<td>2</td>
<td>$7,632</td>
<td></td>
<td>$7,632</td>
</tr>
<tr>
<td><strong>Task 3: Graphic Screen Programming Demonstration and Review</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate proposed screens to client</td>
<td>1</td>
<td>2</td>
<td>$592</td>
<td></td>
<td>$592</td>
</tr>
<tr>
<td>Finalize new screens for WTP</td>
<td>1</td>
<td>20</td>
<td>$3,976</td>
<td></td>
<td>$3,976</td>
</tr>
<tr>
<td>Finalize new screens for pump station</td>
<td>1</td>
<td>20</td>
<td>$3,976</td>
<td></td>
<td>$3,976</td>
</tr>
<tr>
<td><strong>Task 4: Startup and Testing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support new filter startup</td>
<td>32</td>
<td>32</td>
<td>$6,016</td>
<td></td>
<td>$6,016</td>
</tr>
<tr>
<td>Support new pump station startup</td>
<td>64</td>
<td>64</td>
<td>$12,032</td>
<td></td>
<td>$12,032</td>
</tr>
<tr>
<td>Travel and per diem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$7,000</td>
</tr>
<tr>
<td><strong>Task 5: QA / QC</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review of sequence of ops, new plant SCADA screens and Panelview</td>
<td>6</td>
<td>12</td>
<td>$3,888</td>
<td></td>
<td>$3,888</td>
</tr>
<tr>
<td>screens</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task 6: Project Management</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support new pump station startup</td>
<td>64</td>
<td>64</td>
<td>$12,032</td>
<td></td>
<td>$12,032</td>
</tr>
<tr>
<td>Travel and per diem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$7,000</td>
</tr>
<tr>
<td><strong>Sub-total hours</strong></td>
<td>22</td>
<td>26</td>
<td>328</td>
<td>6</td>
<td>382</td>
</tr>
<tr>
<td><strong>Sub-total fees</strong></td>
<td>$4,752</td>
<td>$5,616</td>
<td>$61,664</td>
<td>$834</td>
<td>$72,866</td>
</tr>
</tbody>
</table>
CITY OF NORTH POLE
ORDINANCE NO. 18-14

AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA
TO AMEND THE 2018 POLICE DEPARTMENT AND FIRE
DEPARTMENT BUDGETS

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

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

WHEREAS, the police department budget is not to be increased in this adjustment, and

WHEREAS, the fire department budget is not to be increased in this adjustment; and,

WHEREAS, the proposed changes are within the department however they are across categories
and their fore cannot be made without council approval,

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole that it
approves the police and fire department changes as listed in the fiscal note to be attached to this
ordinance.

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

Section. Effective date.
This ordinance shall become effective immediately upon passage.

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

______________________________
Bryce J. Ward, Mayor

ATTEST:

______________________________
Judy Binkley, North Pole City Clerk

PASSED/FAILED
Yes:
No:
Absent:
# Fiscal Note Year:

Accompanying Ordinance/Resolution #: Ordinance 18-14

Originator / Sponsor Name: Mayor Bryce Ward

Date: 6-27-18

## Does the Ordinance or Resolution have a fiscal impact?  

<table>
<thead>
<tr>
<th>Fund- Dept. Title</th>
<th>Account Description</th>
<th>Account #</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>GF Police</td>
<td>Wages Full Time</td>
<td>01-53-1-100</td>
<td>26,200</td>
<td></td>
</tr>
<tr>
<td>GF Police</td>
<td>IT services</td>
<td>01-53-2-220</td>
<td>5,200</td>
<td></td>
</tr>
<tr>
<td>GF Police</td>
<td>Professional Services</td>
<td>01-53-2-235</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>GF Police</td>
<td>Travel and Training</td>
<td>01-53-2-510</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>GF Police</td>
<td>Building Maintenance</td>
<td>01-53-7-700</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>GF Police</td>
<td>Transfer out</td>
<td></td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>FF Police</td>
<td>Police Fleet transfer in</td>
<td>23-00-3-999</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>FF Police</td>
<td>Police Fleet vehicle Purchase</td>
<td>23-10-9-922</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>GF Fire</td>
<td>Vehicle maintenance</td>
<td>01-54-6-610</td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td>GF Fire</td>
<td>Building maintenance</td>
<td>01-54-7-700</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>GF Fire</td>
<td>Office Supplies</td>
<td>01-54-3-335</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>GF Fire</td>
<td>Maintenance Contract</td>
<td>01-54-2-230</td>
<td>5,000</td>
<td></td>
</tr>
</tbody>
</table>

**Summary:** (Brief description of proposed alterations as defined by accompanying ordinance or resolution. Where did the money come from and how will it be used).

Changes to budget to reflect cost savings in personnel cost and increases to other categories. Transfer to fleet fund is to offset expected equipment expenses to be drawn from operating budget.

Prepared By: Bryce Ward  
Date: 6-27-18

Finance Approval:  
Date: 6-29-18

**NOTE-** Fiscal notes attached to an ordinance are considered amendments to the budget and do not require an additional approval for insertion into the budget document.