



CITY OF NORTH POLE
Regular Meeting August 6, 2018
North Pole Council Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

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

MAYOR

Bryce Ward
888-4444

CITY CLERK

Judy Binkley
488-8583

COUNCIL MEMBERS

Avery Thompson – Mayor Pro Tem	388-5351
David Skipps – Deputy Mayor Pro Tem	750-5106
Aino Welch – Alt Dep Mayor Pro Tem	488-5834
Santa Claus	388-3836
Doug Isaacson	322-3133
Perry Walley	347-0135

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance to the US Flag**
3. **Invocation**
4. **Approval of the Agenda**
5. **Approval of the Minutes**
6. **Communications from the Mayor**
 - a. Proclamation: 65 Degrees North Team Denali Day
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

- a. Resolution 18-09, A Resolution of the North Pole City Council Designating City Officials Authorization to Sign on City of North Pole Accounts.
- b. Ordinance 18-15, An Ordinance of the City of North Pole, Alaska to Amend the 2018 Utility Budget by Transferring Funding From the Water Division Fund Balance to the Water Division Professional Services to Fully Fund the Source Water Protection Plan and to Fund Operations Plan Updates.
- c. Ordinance 18-16, An Ordinance of the North Pole City Council Amending Title 12 Streets, Sidewalks, and Public Places Chapter 03 Marijuana Use in Public Places.
- d. Ordinance 18-17, An Ordinance of the North Pole City Council Amending Title 12 Streets, Sidewalks, and Public Places Chapter 04 Obstruction or Alteration of Streets, Road Rights-of-Way, Sidewalks or City Property.
- e. Ordinance 18-18, An Ordinance of the North Pole City Council Amending Title 12 Streets, Sidewalks and Public Places Chapter 08 Excavations.
- f. Ordinance 18-19, An Ordinance of the North Pole City Council Amending Title 12 Streets, Sidewalks and Public Places Chapter 12 Snow Removal and Changing the Chapter Title to Maintenance of Streets, Road Rights-of-Way, Sidewalks or City Property.
- g. Ordinance 18-20, An Ordinance of the City of North Pole, Alaska to Amend Title 1, by Updating General Penalties and Including a Surcharge Section and Minor Offense Fine Schedule.
- h. Resolution 18-10, A Resolution Accepting Ownership and Maintenance Responsibility for War Eagle Court and the Sewer Main in Lot B5 Eagle Estates Subdivision.

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, July 16, 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, July 16, 2018 to order at 7:01 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
Vacant
Mayor Ward

Absent/Excused

Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Mr. Isaacson

APPROVAL OF AGENDA

Mr. Thompson *moved to approve the agenda of July 16, 2018*

Seconded by Ms. Welch

DISCUSSION

None

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

Old Business:

- a. Ordinance 18-14, An Ordinance of the City of North Pole, Alaska to Amend the 2018 Police Department and Fire Department Budgets.

New Business:

- a. Request for Approval to Enter into a Five (5) Year Agreement with Axon Enterprises, Inc. to Purchase Thirteen (13) Tasers and Support Equipment for \$16,900.00,
- f. Request for Approval of the Developers Agreement with Northstar Developers.
- g. Request to Accept Professional Services Agreement with Stantec Consulting, Inc. to Generate Operational Plans in Support of the Water System Expansion Project and Routine Utility Operations.

Seconded by Ms. Welch

Discussion

None

On the amendment

PASSED

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

No: 0

Absent: 1 - Skipps

On the Agenda as amended

Discussion

None

PASSED

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

No: 0

Absent: 1 - Skipps

APPROVAL OF MINUTES

Mr. Thompson moved to approve the Minutes of July 02, 2018

Seconded by Ms. Welch

Discussion

None

PASSED

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

No: 0

Absent: 1 - Skipps

COMMUNICATIONS FROM THE MAYOR (Audio 3:20)

- The new KJNP tower supported by Council is up.
- This last week I got to participate as a judge the Golden Days River Regatta.
- Last week I met with FEDC and the Borough on the housing summit task force they are looking to put together.
- On Friday the 6th of July, I was able to participate in the change of command at Eielson.
- The Access Alaska kids will be back this Thursday.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Fire Dept., Chief Coon

None

Police Dept., Chief Dutra (Audio 22:08)

- New cars – they are in Anchorage. We stripped down 3 old cars and salvaged radios, radars, gun locks, computer mounts, antennas, docking stations, and timers.
- Ofc. McBroom and I taught at the Ethics course at CTC. Hoping to shape new officers.
- Caselle is on my computer and Alison's. Thank you to Tricia for all her efforts on the computers/payroll/budget. Tricia is an unsung hero who deserves recognition especially with another audit under the belt with exceptional results.
- Some of you may know about the gun call at Safeway – drug seizures.
- Stats – definitely an uptick.
- Applications for Police Officer are trickling in. We have just now run our second ad.
- ALiCE update – preliminary meeting with our FNSBSD administration ahead of our Crises Team Training 2 weeks from today. As I stated in the last meeting, I will be doing primary instruction.
- Councilman Isaacson asked about some of the legislation that had passed affecting SB91 and how this may be impacting crime. I checked our stats and discussed the issue with several folks and it appears too early to tell. Responses from APOA and APSC was nothing to report yet but Anchorage isn't seeing a slowdown in theft related crimes. Pattern is consistent with other states with similar theft/drug changes. HB312 was the

only significant legislation to pass.

- 4th of July went well with no issues.
- Met with the new drug unit supervision. We are excited about the future.
- Budget is strong – no issues.

Finance, Tricia Fogarty (Audio 19:40)

- Financials have been emailed to everyone today.
- KSH has provided for us the final bound copies of our 2017 audit.
- We transferred the balance of \$165,170.00 from Time Value Investments to the AML Investment Pool.
- We have all the departments using the online time cards now. There have been a few issues but all and all, it is working well.
- Jamie came in last week and helped Melanie with the PFD garnishment process. As of today, we have confirmation that we have potentially matched \$139,600. We won't get all of what we have matched. We budgeted to get \$45,000 so I'm hopeful that we will get at least that.

Director of City Services, Bill Butler (Audio 9:01)

Building Department

- \$15.9 million of construction value permitted, in plan review, or planned for North Pole as of July 16.
- 4 residential building permits in plan review.
- 2 commercial building permits in plan review.

Public Works

- Cody Lougee is out on leave and one summer hire has taken employment elsewhere so most of Public Works' activities are focused on landscape maintenance.

Utility Department

- Sulfolane settlement.
 - Pipe installation on schedule.
 - Approximately 60% of the HDPE pipe installed in Zone 1 (12 Mile Village and surrounding area).
 - Approximately 60% of the HDPE pipe installed in Zone 2. Delayed delivery of the 16 inch pipe has caused some interruption in installation in this area.
 - Peridot pump house site work raising elevation to building and tank foundations.
 - Directional drilling:
 - Pipe jack and bore under Old Richardson Highway.
 - Preparation underway for jack and bore under the Richardson Highway.

- Horizontal direction drilling in Zone 1 scheduled to begin again next week (waiting for a part has delayed this restart).
- Both of the 16 inch pipes horizontally drilled under drainage channel in Zone 2 have migrated upward; one has broached surface and second is only several feet below surface.

Natural Gas Utility Board

- Bit-by-bit integrating Pentex into IGU to form a single utility.
- IGU considering a project concept offered by Siemens, a multinational corporation, to provide natural gas to Interior.
 - Siemens plan is a “turnkey” concept where they shoulder risk for processing and transporting liquefied natural gas to Interior.
 - Original concept – Titan 1 & 2, developed by Pentex & AIDEA is a horizontally integrated concept where IGU would purchase raw gas, liquefy it (including building at least one new liquefaction plant) and transporting it to the Interior. IGU would shoulder 100% of risk.

Questions:

- **Mr. Isaacson** thanked Cody and Tom for getting electricity at the park for the North Pole Masons and Lions.
- **Ms. Welch** gave kudos to the crew who were taking care of the overgrown ditches by her area.

Borough Representative

None

City Clerk's Office, Judy Binkley (Audio 31:38)

- The candidate filing period opened this morning at 8:00am and closes 5:00pm on Monday, July 30, 2018.
- There will be a special meeting on Monday, July 23, 2018 at 6:00pm for Council to appoint the vacant Council seat. Applications for the vacancy are due by noon this Friday.
- **Mr. Isaacson** asked if anyone has applied for the vacancy. Clerk Binkley replied that there has been one applicant so far.

ONGOING PROJECTS (Audio 32:44)

Chief Dutra provided an ALiCE Training presentation.

Mr. Isaacson *moved to suspend the rules for five (5) minutes*

Seconded *by Ms. Welch*

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

None

OLD BUSINESS

Consented

Public Comment

None

NEW BUSINESS

RESOLUTION 18-05, A RESOLUTION OF THE CITY OF NORTH POLE PLACING AN AMENDMENT TO THE CITY OF NORTH POLE CHARTER ON THE OCTOBER 2, 2018 BALLOT CONCERNING ARTICLE V THE ADMINISTRATIVE SERVICE.

(Audio 1:23:12)

Mayor Ward introduced the resolution.

Public Comment

None

Mr. Thompson *moved to* introduce and adopt Resolution 18-05, A Resolution of the City of North Pole Placing an Amendment to the City of North Pole Charter on the October 2, 2018 Ballot Concerning Article V the Administrative Service.

Seconded *by Mr. Claus*

Discussion

None

PASSED

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

No: 0

Absent: 1 – Skipps

RESOLUTION 18-06, A RESOLUTION OF THE CITY OF NORTH POLE PLACING AN AMENDMENT TO THE CITY OF NORTH POLE CHARTER ON THE OCTOBER 2, 2018 BALLOT CONCERNING ARTICLE VI THE INDEPENDENT AUDIT. (Audio

1:25:50)

Mayor Ward introduced the resolution.

Public Comment

None

Mr. Thompson *moved to* introduce and adopt Resolution 18-06, A Resolution of the City of North Pole Placing an Amendment to the City of North Pole Charter on the October 2, 2018 Ballot Concerning Article VI the Independent Audit.

Seconded by Ms. Welch

Discussion

None

PASSED

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

No: 0

Absent: 1 – Skippis

RESOLUTION 18-07, A RESOLUTION OF THE CITY OF NORTH POLE PLACING AN AMENDMENT TO THE CITY OF NORTH POLE CHARTER ON THE OCTOBER 2, 2018 BALLOT CONCERNING ARTICLE VII TAXATION. (Audio 1:31:40)

Mayor Ward introduced the resolution.

Public Comment (Audio 1:33:08)

- **Jamie Butler**, 2194 Planters Lane, North Pole, AK: Spoke in support of Resolution 18-07 and stated it's a good idea to let the community vote on this issue.
- **Thomas McGhee**, 1152 North Star Drive, North Pole, AK: Spoke about his concern on putting a limitation of revenue in the charter.

Mr. Thompson *moved to* introduce and adopt Resolution 18-07, A Resolution of the City of North Pole Placing an Amendment to the City of North Pole Charter on the October 2, 2018 Ballot Concerning Article VII Taxation.

Seconded by Mr. Isaacson

Discussion

- **Ms. Welch** asked if Council did not adopt this, if it would remain “status quo” and that for it to appear on the ballot, would voters have to bring a petition forward every 2 years?
- **Mayor Ward** replied that is correct.

- **Mr. Isaacson** clarified that that Council could not touch an initiate act that was approved by voters for two years.
- **Ms. Welch** restated that if no action is taken on this, it remains the status quo. We cannot have marijuana businesses in North Pole unless Council takes action say that we are going to allow it.
- Spoke about his concern on putting a limitation of revenue in the charter.
- **Mr. Isaacson** spoke in favor of putting this on the ballot and agreed that this needs to go in front of the voters.
- **Mr. Claus** stated he will be voting no on this and understands why people have differing opinions.
- **Mr. Thompson** stated he will be voting in support of this because if the people of the City want to prohibit marijuana businesses in the City, this will just make the prohibition long-term.
- **Mayor Ward** stated that the industry should be aware of the position the City has taken in regards to the marijuana industry.

PASSED

Yes: 4 – Thompson, Isaacson, Welch, Ward

No: 1 – Claus

Absent: 1 – Skipps

RESOLUTION 18-08, A RESOLUTION OF THE CITY OF NORTH POLE PLACING AN AMENDMENT TO THE CITY OF NORTH POLE CHARTER ON THE OCTOBER 2, 2018 BALLOT CONCERNING ARTICLE XIV REVISION AND AMENDMENT.

Mayor Ward introduced the resolution.

Public Comment

None

Mr. Thompson *moved to* introduce and adopt Resolution 18-08, A Resolution of the City of North Pole Placing an Amendment to the City of North Pole Charter on the October 2, 2018 Ballot Concerning Article XIV Revision and Amendment.

Seconded by Mr. Isaacson

Discussion

None

PASSED

*Minutes
July 16, 2018*

NOT A VERBATIM TRANSCRIPT

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

No: 0

Absent: 1 - Skipps

COUNCIL COMMENTS

None

Mr. Isaacson *moved to adjourn the meeting at 9:04 p.m.*

Seconded by Mr. Thompson

The regular meeting of Monday, July 16, 2018 adjourned at 9:05 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, August 6, 2018.

Bryce J. Ward, Mayor

ATTEST:

Judy Binkley, North Pole City Clerk



Special City Council Meeting – 6:00 P.M.

A special meeting of the North Pole City Council was held on Monday, July 23, 2018 in the Council Chambers of City Hall, 125 Snowman Lane, North Pole, Alaska.

CALL TO ORDER/ROLL CALL

Mayor Ward called the special City Council meeting of Monday, July 23, 2018 to order at 6:02 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
Vacant
Mayor Ward

Absent/Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Mr. Isaacson

APPROVAL OF AGENDA

Mr. Thompson *moved to* **approve the agenda of July 23, 2018**

Seconded by Ms. Welch

DISCUSSION

None

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

None

CANDIDATE INTERVIEWS

Jeffrey Howe

Perry Walley

COUNCIL VOTING

Mr. Walley was appointed by Council

COUNCIL COMMENTS

Mr. Walley – Thanked Council for the vote of confidence and stated he has already filed to run for office in October.

Mr. Skipp – This was a new process so it was a good learning experience.

Ms. Welch – Welcomed Mr. Walley and looks forward to learning more.

Mr. Isaacson – This was a new process even for a veteran. To Mr. Walley, looking forward to him bringing his big town knowledge to our small village.

Mr. Claus – Welcome aboard Mr. Walley.

Mr. Thompson – Congratulations to Mr. Walley.

Mayor Ward – Congratulations to Mr. Walley. We have a 4th of July post planning meeting coming up on Monday.

Mr. Thompson *moved to* **adjourn the meeting at 7:16 p.m.**

Seconded by Ms. Welch

The special meeting of Monday, July 23, 2018 adjourned at 7:17 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, August 6, 2018.

Bryce J. Ward, Mayor

ATTEST:

Judy Binkley, North Pole City Clerk

*Minutes
July 23, 2018*

NOT A VERBATIM TRANSCRIPT

Office of the Mayor
City of North Pole

Proclamation

65 Degrees North Team Denali Day

Whereas: 65 Degrees North seeks to help in the rehabilitation of wounded or damaged ex-servicemen and women by offering the opportunity to participate in extreme challenging adventures; and

Whereas: by changing the perception of physical and mental disability through the "Spirit of Adventure," 65 Degrees North aims to inspire others to overcome, achieve, and succeed; and

Whereas: "Rehabilitation through Adventure" offers wounded, injured, and sick servicemen and women the opportunity to participate in challenging, unique, and arduous expeditions that have significant benefits; and

Whereas: their achievements and experiences will change their lives for the better, aid and enhance their recovery, and equally importantly, will enable them to inspire others through their own adventurous experience and acquire the confidence, desire, and motivation to make a real difference to those who have been damaged in combat; and

Whereas: following their experiences with 65 Degrees North, they will endeavor to inspire others to challenge themselves, test their limits, and follow their dreams. That is the legacy of 65 Degrees North; and

Whereas: 65 Degrees North's Team Denali, including Joe Winch, Brendan Davies, Jonnie Miller, Richard Morgan, and Scott Ransley, all current or former Royal Marines, battled extreme elements together for three weeks and reached the summit of Mount Denali, the world's tallest land-based mountain and highest peak in North America, on June 25, 2018; and


Whereas: the City of North Pole desires to recognize 65 Degrees North's Team Denali's stellar hard-won accomplishment.


Now, therefore I, Bryce J. Ward, Mayor of the City of North Pole, do hereby proclaim June 25, 2018

65 Degrees North Team Denali Day


Bryce J. Ward, Mayor

ATTEST:


Santa Claus, Councilman


Judy L. Binkley, North Pole City Clerk



**CITY OF NORTH POLE
RESOLUTION 18-09**

**A RESOLUTION OF THE NORTH POLE CITY COUNCIL DESIGNATING CITY OFFICIALS
AUTHORIZATION TO SIGN ON CITY OF NORTH POLE ACCOUNTS**

WHEREAS, in order to carry out the financial responsibilities of city government the City Council must designate two or more city officials to sign and endorse checks, drafts or other orders on behalf of the City of North Pole; and

WHEREAS, there is a change in personnel on the North Pole City Council and it is necessary for the City Council to designate city officials who will be authorized to sign and endorse checks, drafts or other orders on all City of North Pole accounts; and

WHEREAS, it is prudent for the City to seek financial services that safeguard the financial resources of the City providing the highest level of service at the most affordable cost and best interest rates.

THEREFORE, BE IT RESOLVED that the following city officials are hereby designated and authorized to sign and endorse checks, drafts or other orders on behalf of the City of North Pole. This authority will remain in effect until revoked in writing.

BE IT FURTHER RESOLVED that the city officials listed below are authorized to receive information pertaining only to deposits, balances, items paid or items returned on City accounts. This authority will remain in effect until revoked in writing.

Bryce J. Ward

Santa Claus

Avery S. Thompson

Perry Walley

Doug W. Isaacson

Aino Welch

David A. Skipps Sr.

Judy Binkley

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

Bryce J. Ward, Mayor

ATTEST:

Judy L. Binkley, North Pole City Clerk

PASSED/FAILED

Yes:

No:

Absent:

AMLIP ACCOUNT APPLICATION / SIGNATURE CARD



- ☐ Application
☒ Signature Card Revision

Account Number: _____

Submit the completed, printed and signed application by fax and mail the original to:

Fax to: 1-800-642-5089

Mail to: KeyBank National Association, P.O. Box 100900, Anchorage, AK 99510-0900

1. ACCOUNT REGISTRATION

Government Entity Name: City of North Pole
Mailing Address: 125 Snowman Lane
City: North Pole
State: **AK** Zip Code: 99705

Primary Contact: Tricia Fogarty, CFO
Phone Number: 907-488-8594
Email Address: Tricia.Fogarty@northpolealaska.org

Secondary Contact: Judy Binkley, City Clerk
Phone Number: 907-488-8583
Email Address: Judy.Binkley@northpolealaska.org

2. SIGNATURE AND TAX CERTIFICATION

I certify that 92-6001585 is the correct Tax Identification Number and that the government entity is an exempt recipient.

Under the penalties of perjury, I certify that the information provided on this application is true, correct and complete, and agree to the terms thereof.

Signature: _____ Date: _____

Title: Tricia Fogarty, CFO

[If you are unable to certify your status as an exempt recipient, or have any questions, please contact Alaska Permanent Capital Management at 907-272-7575.]

3. CERTIFICATE OF AUTHORITY

It is necessary for you to provide a certified copy of a Certificate of Authority identifying those individuals who may authorize withdrawals. The attached form needs to be used for this purpose. A certified copy of a resolution is also acceptable. It is understood that the Pool, KeyBank (the Custodian Bank) may rely upon these authorizations until revoked or amended by written notices delivered to KeyBank by registered or certified mail.

CERTIFICATE OF AUTHORITY

The undersigned hereby certifies and affirms that he/she is the duly elected/delegated/appointed Bryce J Ward of the City of North Pole (herein "Investor"), a home rule city, organized under the laws of the State of Alaska. The Undersigned hereby certifies that the Mayor, City Clerk and Council Members of the Investor are authorized to open an account in the name of the Investor in the Alaska Municipal League Investment Pool and to invest such funds of the Investor in this account as they may deem necessary; that the persons authorized below may endorse checks and other instruments for investment in said account and that written requests withdrawing said funds must be signed by two of the persons authorized below.

The undersigned further certifies that the Pool and its Custodian Bank, KeyBank, shall be held harmless and fully protected in relying from time to time upon any certifications by the secretary or clerk of the Investor as to the names of the individuals occupying such offices and in acting in reliance upon the foregoing certification until actual receipt by them of a Certificate of Authority issued by the secretary or clerk of the Investor modifying or revoking any or all such resolutions.

The undersigned further certifies that the following individuals occupy the offices designated

Name: Bryce J Ward
Title: Mayor

Signature: _____

Name: Judy L Binkley
Title: City Clerk

Signature: _____

Name: Santa Claus
Title: Council Member

Signature: _____

Name: David Skipps
Title: Council Member

Signature: _____

Use the space below to include additional names, titles and signatures on printed page as needed. Attach an additional certificate of authority page if necessary.

Name: Doug Isaacson
Title: Council Member

Signature: _____

Name: Avery Thompson
Title: Council Member

Signature: _____

Name: Aino Welch
Title: Council Member

Signature: _____

Name: Perry Walley
Title: Council Member

Signature: _____

Government Entity Name: City of North Pole

Signature: _____

{SEAL}

Mayor

Government Entity's Seal Date: _____

**CITY OF NORTH POLE
ORDINANCE 18-15**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND THE 2018
UTILITY BUDGET BY TRANSFERRING FUNDING FROM THE WATER DIVISION
FUND BALANCE TO WATER DIVISION PROFESSIONAL SERVICES TO FULLY
FUND THE SOURCE WATER PROTECTION PLAN AND TO FUND OPERATIONS
PLAN UPDATES**

WHEREAS, changes to the public services practices 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.

WHEREAS, the Utility initiated a project in 2017 to develop a Source Water Protection Plan to provide recommendations and guidance to protect the Utility's water source, and

WHEREAS, the project was initially to be completed by the end of 2017, but the work was not completed as originally anticipated, and

WHEREAS, funding originally allocated to complete the Source Water Protection lapsed at the end of 2017, and

WHEREAS, it is critical that the Source Water Protection Plan be completed which will require transferring \$10,000 to the Water Division, Professional Services budget category from the Water Division Fund Balance, and

WHEREAS, the expansion of the water system as a result of the 2018 Water System Expansion Project will more than double the size of the water system, and

WHEREAS, the volume and complexity of Utility operations will become more complex as the result of the water system expansion, and

WHEREAS, the Utility needs formalized Standard Operating Procedures (SOP) and related operational guidance to function more efficiently and effectively.

WHEREAS, the Utility in conjunction with the 2018 Water System Expansion Project have solicited and received a professional services proposal from Stantec Consulting not to exceed \$83,528 that will assist the Utility to develop SOPs and operational guidance for the Water Division. Stantec will provide these services on a time and material basis, and

WHEREAS, the cost of the professional services will be shared by the Utility and 2018 Water System Expansion Project based upon the responsibility of each entity for each activity as indicated in Stantec's attached proposal.

WHEREAS, the Utility and the 2018 Water System Expansion Project will share the cost of the

professional services as follows:

- North Pole Utility: \$36,398
- 2018 Water System Expansion Project: \$47,130

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole that the Council approves the North Pole Utility transferring \$50,000 from the Water Division Fund Balance to facilitate the completion of the Source Water Protection Plan and to fund the Utility's share of the tasks in Stantec Consulting's Operations Plan Updates Professional Services proposal not to exceed \$36,398.

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 ____ of ____, 2018.

Bryce J. Ward, Mayor

ATTEST:

Judy L. Binkley, North Pole City Clerk

PASSED/FAILED Yes: No: Absent:



Stantec Consulting Services Inc.
725 East Fireweed Lane Suite 200, Anchorage AK 99503-2245

June 22, 2018
File: 2047056203

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

Dear Mr. Butler,

Reference: North Pole 2018 Water System Expansion – Operations Plan Updates Professional Services Proposal

As a condition of the Interim Approval to Operate for the subject project, the Alaska Department of Environmental Conservation (ADEC) is requiring that City of North Pole (CONP) update the operations and regulatory compliance plans for the North Pole Water system. ADEC is requiring the updates, as the water system expansion is more than doubling the service area of the utility and adding significant new infrastructure.

Stantec Consulting Services Inc. (Stantec) is pleased to provide the City of North Pole (CONP) this proposal to assist CONP with the required plan updates.

SCOPE OF SERVICES

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

TASK 1: EMERGENCY RESPONSE PLAN UPDATES

The CONP Water Utility is currently in compliance with State and Federal requirements to maintain emergency response plans (ERPs). The existing plans will need to be reviewed against both the current regulations and the expanded CONP water system as proposed with project completion.

Two documents will need to be reviewed and updated:

1. Vulnerability Assessment and Gap Analysis (VA)
2. Emergency Response Plan (ERP)

The VA and ERP documents are relatively simple templates. These are not expected to require a great deal of effort to update.

System maps and figures required for the documents are included as part of Task 2. Plans will be provided in draft form for CONP review. Comments will be addressed, and the required documentation submitted to the CONP and ADEC under Task 4.

Design with community in mind

Reference: North Pole 2018 Water System Expansion – Operations Plan Updates Professional Services Proposal

TASK 2: OPERATIONS & MAINTENANCE (O&M) MANUAL

The CONP Water Utility does not presently have formal O&M manuals for the water treatment plant or distribution system. While the utility does have a good set of maintenance manuals for the various pumps, filters, and physical components, the overall operation of the system relies on institutional knowledge. Task 2 will create a written Operations plan for the Utility that the Operators need to understand and properly operate the expanded water plant and distribution system.

The following is a preliminary outline of the Operations Plan for consideration by the CONP. These may be revised as the plan develops.

1. **Major System Components:** This section will provide a high-level overview of the entire water system, including figures of the expanded distribution system and water plant flow diagrams.
2. **Regulatory Compliance:** This portion of the operations manual will outline major compliance activities with appendices for inclusion of related material such as the WTP ADEC permit, construction approval certificates, and sampling plans. Detailed sampling plans will be in appendices. The utility's coliform, and lead and copper sampling plans will also be in appendices; preparation of those plans is Task 3.
3. **Standard Operating Procedures:** Standard operating procedures (SOPs) will be developed to outline major activities of the system, referencing system plans and manufacturer information as required. SOPs will be developed in large part by interviews with utility operators and documenting current procedures as reported by operators, along with modifications necessary for the system under construction. A template will be developed for CONP use in adding future SOPs. The following SOPs are proposed:
 1. Water Production Overview
 2. Raw water production (wells)
 3. Filter Operation
 4. Filter Backwash - Normal
 5. Filter Backwash –Optional Backwash Pump Operation
 6. Chemical Feed Systems
 7. Emergency Deployment of Chlorine Disinfection System
 8. Interim Operations Prior to System Demands (i.e., prior to connection of adequate services to turn water over in expanded system).
 9. WTP Distribution -- City Loop Summer Operations
 10. WTP Distribution – City Loop Winter Operations
 11. Highway Park Pump Station – Zone 1, Highway Park Summer Operations
 12. Highway Park Pump Station – Zone 1, Highway Park Winter Operations

Design with community in mind

Reference: North Pole 2018 Water System Expansion – Operations Plan Updates Professional Services Proposal

13. Peridot Pump Station – Zone 2, 3 and 4 Summer Operations
14. Peridot Pump Station – Zone 2, 3 and 4 Winter Operations
15. Peridot Pump Station – Zone 2 Return Supply to City Loop
16. Peridot Pump Station – Standby High-Volume Pump Operation
17. Peridot Reservoir
18. Regulatory Compliance Sampling
19. Instrument Maintenance and Calibration

This is a proposed list. If we omitted any major elements, please let us know so we can revise the project scope. Additions to the list may require modification of the budget and fee via amendment.

Flow diagrams, schematics and narratives will be developed for different operations modes to accompany related SOPs. Coordination with operators is expected to be via an in-person kick-off meeting with additional coordination via email. The draft is expected to note items for CONP to incorporate or provide for finalization. Plans will be provided in draft form for CONP review. We will meet with the CONP and operators to review the draft plan and comments in person. Comments will then be addressed, and the required documentation submitted to the CONP and ADEC under Task 4.

TASK 3: COLIFORM, LEAD AND COPPER SAMPLING PLANS

CONP presently samples the water system for coliform bacteria, and lead and copper in accordance with existing sampling plans approved by the ADEC. The water system expansion will add 600 or more water services. ADEC has notified CONP that plan revisions will be required, subject to ADEC approval.

The current Approval to Construct letter for the water system notes that sampling plan updates will be required prior to receiving interim approval to operate. However, since many of the water services may not exist until 2020 or later, it is premature to update the sampling plans at this time. Stantec discussed the sampling plan updates with Clarissa Bearden, the compliance specialist assigned to the CONP drinking water program. Clarissa confirmed (6/14/18) that these plans should not be updated until service connections are made. As such, we have included the required scope and fee for the plan updates, with the expectation that this part of the project will not occur until 2020. In the event ADEC does require a “interim” coliform testing plan for the circulating distribution loops in the year or two prior to installation of services, Stantec will prepare that temporary testing plan under this task.

The plan update consists of:

1. Revision of the existing sample plan maps to show the full current and expanded water distribution system, with sample sites. Note that coliform sample sites and lead and copper sites are not related and have different sampling requirements and plans.

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Reference: North Pole 2018 Water System Expansion – Operations Plan Updates Professional Services Proposal

2. Determination of number of additional coliform testing locations, and siting of the sample locations in the expanded system. This will include locations for alternate and repeat samples. We will provide tables of required sampling frequency and site rotation.
3. Determination of number of additional lead and copper sample locations. The CONP will need to identify which homes have copper piping, as only homes with copper piping may be used for this plan. We recommend this be done in conjunction with the water service application program. The CONP will be responsible for obtaining a sampling agreement from the homeowner; again, this could be part of the water service application. We will provide tables of required sampling frequency.

Sample maps will be prepared in ArcGIS and a shape file of sample locations provided.

With approval of the draft submittal, Stantec will submit the plan updates to ADEC for approval. Once ADEC has accepted the plans, a new set of laminated sample maps in tabloid format will be provided for CONP use.

TASK 4: FINAL SUBMITTAL

Upon receipt of comments, final plans will be prepared for CONP use. Two hard copies of the Vulnerability Assessment and Gap Analysis, Emergency Response Plan, and O&M manual will be provided. The O&M manual will be in a 3-ring binder to allow for maintenance with the other plans bound separately. Plans will also be provided in PDF and MS Word formats.

Portions of the plans will be submitted to ADEC on behalf of the CONP as part of the interim and final approval to operate requests, including the Vulnerability Assessment and Gap Analysis and Emergency Response Plan (just the cover pages indicating update and biennial update), certification forms, and O&M Manual table of contents.

The VA, ERP and O&M manuals are not to be submitted to ADEC in full. ADEC (Johnny Mendez) has indicated that they want confirmation that the updates are done, but that they do not want full copies.

The coliform and lead and copper sampling plans will be submitted to the drinking water program specialist when they are prepared and accepted by the City.

TASK 5: PROJECT MANAGEMENT, QA / QC

The Stantec project manager will review all deliverables before submittal, as well as prepare and submit invoices and monitor completion of tasks and deliverables. Additionally, a third-party reviewer, not directly involved in the development of the plans will verify that the deliverables will meet contract requirements, industry expectations, and CONP needs.

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Reference: North Pole 2018 Water System Expansion – Operations Plan Updates Professional Services Proposal

ASSUMPTIONS AND/OR EXCLUSIONS

- Submittals will be electronic only, in PDF format, unless otherwise noted.
- Stantec has assumed CONP has adequate source water monitoring plans for the existing wells. We are not updating the source water testing or sampling plans, but will provide an appendix for the existing plans in the Operations Manual.
- 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 and notice to proceed of July 3 the following schedule is proposed. The schedule will be finalized with the CONP upon notice-to-proceed.

Table 1: Preliminary Schedule

Activity	Approximate Completion Date
Task 1 – Plan Updates	
Draft submittal VA and ERP	July 30, 2018
Task 2 – O&M Manual	
Kick off Meeting and site visit with operators	July 17, 2018
Draft O&M Manual	August 15, 2018
Review meeting with operators	August 22, 2018
Task 3: Final Submittal	
Submittal to CONP	Within 2 weeks of comment on draft
Submittal to ADEC	Within 3 days of CONP approval of final submittal.
Task 4: Coliform, Lead and Copper Sampling Plans	Schedule to be determined, approx. 2020.
Task 5: Project Management	On going

Note: progress drafts of the O&M manual done by August 15 are expected to be sufficient for ADEC Interim approval to operate of Zone 1 and 2.

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 \$83,528 to be performed on a time and materials basis. The development of this fee is shown on the attached spreadsheet.

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Reference: North Pole 2018 Water System Expansion – Operations Plan Updates Professional Services Proposal

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.

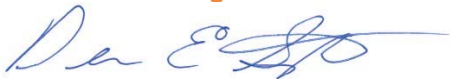
A worksheet showing the development and assumptions inherent in this fee is attached. The project will be invoiced monthly.

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 Stephanie Gould by phone at (907)276-4245.

Thank you,

Stantec Consulting Services Inc.



Dean Syta PE
Principal

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

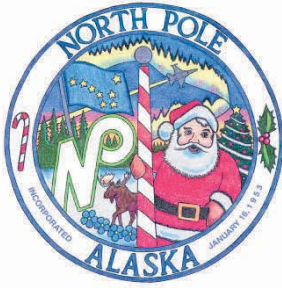
Attachment: As indicated
c. file

sg \\us1308-f01\shared_projects\2047056203_management_cm_2018_water_exp\contracts\operations_plan\20180605_conp_ops_plan.docx

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	Project / CA Manager Dean Syta, P.E. or Third Party QC Reviewer TBD	Civil Engineering / Inspector Leslie Petre, EIT or Jake Alward, EIT	Process Engineer Brian Miskill PE	Controls Engineer Phil Atkinson	Civil / Environmental Engineer Stephanie Gould, PE	CAD and GIS Support Cindi Pannone	Administrative Support Ursula Dickinson / Melody Franklin	Total Hours	Labor Costs	Expenses	TOTAL COSTS
Hourly Rate - will be charged at rate in effect each year	\$216	\$139	\$216	\$188	\$169	\$139	\$148				
Operation Plans Update											
Task 1: Emergency Response Plan Updates 50% Utility/50% Water System Project											
Update Vulnerability Assessment and Gap Analysis	1	8			2		1	12	\$ 1,814		\$1,814
Update Emergency Response Plan	1	8			2		1	12	\$ 1,814		\$1,814
Utility share											\$1,814
Task 2: O&M Manual 50% Utility/50% Water System Project											
Kickoff Meeting(s) with Operators to review operations	4	16			8			28	\$ 4,440	\$600	\$5,040
Figures and Drawings	2				6	24		32	\$ 4,782		\$4,782
Major System Components		4	2	2	4			12	\$ 2,040		\$2,040
Regulatory Compliance					6			6	\$ 1,014		\$1,014
Standard Operating Procedures (~19) - Drafts	16	60	16	4	60		20	176	\$ 29,104		\$29,104
Review meeting with operators	4	8			8			20	\$ 3,328	\$600	\$3,928
Utility share											\$22,954
Task 3: Coliform, Lead and Copper Sampling Plans 100% Water System Project											
Figures and Maps					2	12		14	\$ 2,006		\$2,006
Interim coliform plan if required for temporary operations	1	4			8	2		15	\$ 2,402		\$2,402
Total Coliform Sampling Plan - year 2020	1	4			12	2		19	\$ 3,078		\$3,078
Lead & Copper Sampling Plan - year 2020	1	2			12	2		17	\$ 2,800		\$2,800
Printing, Laminated maps							2	2	\$ 296	\$150	\$446
Utility share											\$0
Task 4: Final Submittal 50% Utility/50% Water System Project											
Address CONP review comments	4	40	8		24	12		88	\$ 13,876		\$13,876
ADEC submittal	1	4			4		2	11	\$ 1,744		\$1,744
Print copies for CONP		4					4	8	\$ 1,148	\$500	\$1,648
											\$8,634
Task 5: Project Management and QA/QC 50% Utility/50% Water System Project											
Utility share					8		8	32	\$ 5,992		\$5,992
											\$2,996
Sub-total hours	52	162	26	6	166	54	38	504			
Sub-total fees	\$11,232	\$22,518	\$5,616	\$1,128	\$28,054	\$7,506	\$5,624		\$81,678	\$1,850	\$83,528



City of North Pole, Alaska

Fiscal Note Year: 2018

Accompanying Ordinance/Resolution: Professional services in support of Water Utility

Originator / sponsor: Bill Butler

Date: July 31, 2018

Does the Ordinance or Resolution have a fiscal impact? ☒ yes ☐ no

FUND	Account Description	Account #	Debit	Credit
41	Professional Services	41-10-2-235	50,000	
41	Fund Balance- Water Fund	41-10-9-998		50,000

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).

(1) The Source Water Protection Plan project was not completed at the end of 2017. Funding for the project lapsed at the end of 2017, but the work still must be completed. (2) The expansion of the water system will more than double the size of the system. The volume and complexity of Utility operations will become more complex as the result of the expansion. The Utility needs formalized Standard Operating Procedures (SOP) to function more efficiently.

Prepared By: William Butler **Date:** 7/31/2018

Finance Approval: Tricia Fogarty **Date:** 7/31/2018

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.

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: July 31, 2018
Re: Updating Title 12

Council,

Please review the attached ordinances, which would change enforcement of Title 12 to a citation format, similar to what we have done with other Titles. The ordinances also include updates to language to better reflect the operations of the City. Several chapters are proposed to include abatement language should the City have a situation that would require remedy. The largest substantive change occurs in Chapter 12 where we would add additional language to allow for posting of streets for closure due to maintenance and it would limit on street parking for areas not posted otherwise to 24 hours.

Please consider the updates to Title 12, if you have questions please contact myself or our Director of City Services, Bill Butler.

Sincerely,

Mayor Bryce J. Ward

**CITY OF NORTH POLE
ORDINANCE 18-16**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING TITLE 12
STREETS, SIDEWALKS AND PUBLIC PLACES CHAPTER 03 MARIJUANA USE IN
PUBLIC PLACES**

WHEREAS, changes to the North Pole Municipal Code is a continually changing requirement;
and

WHEREAS, the City of North Pole should be amended to conform to the requirements of the
City and to provide clarification and guidance as needed; and

WHEREAS, the City desires to make changes to the Code of Ordinances to allow it to be
enforceable through a simple violation; and

WHEREAS, this ordinance provides for a violation schedule that is simple to enforce; and

WHEREAS, the proposed changes to this section of code as proposed do not add any additional
rules to the existing code it only provides for the ability of the City to enforce its code though
citations,

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 in the North
Pole Code of Ordinances.

Section 2. Title 12 STREETS, SIDEWALKS AND PUBLIC PLACES CHAPTER 03
MARIJUANA USE IN PUBLIC PLACES is amended in the North Pole Code of Ordinances as
by inserting the text underlined, and removing the lines that have been ~~stricken~~:

12.03.010 Consuming marijuana in a public place.

A. It is unlawful for any person to knowingly consume marijuana when the person is:

1. On, in or upon any public place, except as permitted by ordinance, regulation,
statute or permit; or
2. Outdoors on property adjacent to a public place, and without consent of the owner
or person in control thereof.
3. A person who consumes marijuana must take reasonable precautions to ensure
consumption is not a nuisance to neighboring properties.

B. For purposes of this section, the definitions of the words and phrases below shall apply:

1. "Consume" shall have the meaning, in all conjugated forms, of "consumption" set
forth in AS [17.38.900](#).
2. "Marijuana" shall have the meaning set forth in AS [17.38.900](#).
3. "Public place" means a place to which the public has access and includes, but is
not limited to, streets, highways, sidewalks, alleys, transportation facilities,
parking areas, convention centers, sports arenas, schools, places of business or

amusement, shopping centers, malls, parks, playgrounds, prisons, and other portions of apartment houses and hotels not constituting rooms or apartments designed for actual residence such as hallways, lobbies, and doorways.

12.03.020 Violation.

~~Violation of this chapter is a minor offense punishable by a fine of \$100 (one hundred dollars) as set forth in AS 17.38.040.~~

8.04.100 Enforcement.

- A. The City Mayor, Police Chief or designated representatives are authorized to enforce the provisions of this chapter.
- B. Any citizen who desires to register a complaint under this chapter may initiate enforcement with the Mayor or Police Chief.

8.04.110 Violations and penalties.

- A. It shall be a violation of this chapter for any person or corporation to violate any of the provisions established in this chapter in addition to all other remedies available in law or equity.
- B. Each day the violation continues constitutes a new violation.
- C. A person or corporation who violates any provision of this chapter shall be guilty of a minor offense, punishable by the fine listed in the fine schedule in 1.20.030 or if no fine is listed in the fine schedule then by a fine not to exceed \$100.

Section 3. Effective date.

This ordinance shall become effective upon passage.

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

Bryce J. Ward, Mayor

ATTEST:

Judy L. Binkley, North Pole City Clerk

PASSED/FAILED Yes: No: Absent:

**CITY OF NORTH POLE
ORDINANCE 18-17**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING TITLE 12
STREETS, SIDEWALKS AND PUBLIC PLACES CHAPTER 04 OBSTRUCTION OR
ALTERATION OF STREETS, ROAD RIGHTS-OF-WAY, SIDEWALKS OR CITY
PROPERTY**

WHEREAS, changes to the North Pole Municipal Code is a continually changing requirement;
and

WHEREAS, the City of North Pole should be amended to conform to the requirements of the
City and to provide clarification and guidance as needed; and

WHEREAS, the City desires to make changes to the Code of Ordinances to allow it to be
enforceable through a simple violation; and

WHEREAS, this ordinance provides for a violation schedule that is simple to enforce; and

WHEREAS, the proposed changes to this section of code as proposed do not add any additional
rules to the existing code it only provides for the ability of the City to enforce its code though
citations,

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 in the North
Pole Code of Ordinances.

Section 2. Title 12 STREETS, SIDEWALKS AND PUBLIC PLACES CHAPTER 04
OBSTRUCTION OR ALTERATION OF STREETS, ROAD RIGHTS-OF-WAY,
SIDEWALKS OR CITY PROPERTY is amended in the North Pole Code of Ordinances as by
inserting the text underlined, and removing the lines that have been ~~stricken~~:

12.04.010 Permit required – Exception.

It is unlawful for any person to conduct a parade or event, remove, alter, damage or obstruct the
free use of or to cause the removal, alteration, damage or obstruction of any City-owned
property, public sidewalk, street, or road right-of-way in the City without first having obtained a
written permit to do so; provided, temporary obstruction for the purpose of loading or unloading
merchandise or water delivery shall not be deemed a violation of this section. It is further
provided, that a bond with good and sufficient sureties may be demanded of any person who has
been granted such a permit.

12.04.020 Unlawful to obstruct.

It is unlawful for any person to place any goods, wares or merchandise or any signs, advertising
matter or thing, instrument or machinery or erect, maintain or cause to be erected any posts or

poles, structure, building, facility or anything causing an obstruction of or encroachment on the sidewalk, streets, road rights-of-way, or City property or interfering with the free use thereof, by the side of, over or upon the sidewalk, public streets, road rights-of-way, or property of the City.

12.04.030 Wires and banners over streets – Approval required.

It is unlawful for any person to place, erect or install or cause to be placed, erected or installed, any wire, rope, sign, platform or any other thing or substance over any public sidewalk, street, road right-of-way, or property of the City, without first having obtained a permit so to do, after inspection by the appropriate City officer and determination that such erection will not endanger public health and safety.

12.04.040 Deposit of snow or ice prohibited.

It is unlawful for any person to push, pile or place any snow or ice upon the streets, road rights-of-way, sidewalks, alleys, or property of the City.

12.04.050 Obstruction of drainage systems prohibited.

It is unlawful to push, pile or place brush, lawn clippings, debris, dirt, gravel or any material into any ditch paralleling City streets that may cause obstruction of the street drainage system. (Also see chapter 24.24 of the building code.)

~~12.04.060 Violations – Penalties.~~

~~A. Violations of the provisions of this chapter shall constitute a misdemeanor.~~

~~B. It is the duty of the Mayor or his designee receiving information or obtaining knowledge of a violation of this chapter to notify in writing the person committing the violation to remove or cause the same to be removed immediately or at a reasonable time as may be determined by the City official. If after such written notice has been duly given; and if the same is not removed by such person within the time prescribed in the notice, it shall be the duty of the Mayor or his designee to remove or cause to be removed such violation and all costs and expenses of such removal shall be paid by the persons committing the violation.~~

~~C. In instances where the violation is determined at the sole discretion of the City to be an emergency or threat to public health and safety or the violator cannot be located to serve written notice, the City may cause the violation to be removed immediately without notification of the violator.~~

~~D. A person violating the provisions of this chapter shall be subject to a fine of up to \$1,500 (one thousand five hundred dollars) in addition to any costs and expenses for removal of the violation.~~

8.04.100 Enforcement.

- A. The City Mayor, Police Chief or designated representatives are authorized to enforce the provisions of this chapter.
- B. Any citizen who desires to register a complaint under this chapter may initiate enforcement with the Mayor or Police Chief.

8.04.110 Violations and penalties.

- A. It shall be a violation of this chapter for any person or corporation to violate any of the provisions established in this chapter in addition to all other remedies available in law or equity.
- B. Each day the violation continues constitutes a new violation.
- C. A person or corporation who violates any provision of this chapter shall be guilty of a minor offense, punishable by the fine listed in the fine schedule in 1.20.030 or if no fine is listed in the fine schedule then by a fine not to exceed \$300.

8.04.120 Abatement – Notices – Costs – Fines.

- A. The City may file a civil action in Superior Court to abate an obstruction or encroachments and all costs and expenses of such abatement, removal, remediation or other remedy and full actual attorney fees and costs incurred by the City in any legal proceeding to abate the obstruction or encroachment shall be paid by the persons or corporation committing, creating, keeping, maintaining or causing such obstruction or encroachment.

Section 3. Effective date.

This ordinance shall become effective upon passage.

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

Bryce J. Ward, Mayor

ATTEST:

Judy L. Binkley, North Pole City Clerk

PASSED/FAILED

Yes:

No:

Absent:

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

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING TITLE 12
STREETS, SIDEWALKS AND PUBLIC PLACES CHAPTER 08 EXCAVATIONS**

WHEREAS, changes to the North Pole Municipal Code is a continually changing requirement;
and

WHEREAS, the City of North Pole should be amended to conform to the requirements of the
City and to provide clarification and guidance as needed; and

WHEREAS, the City desires to make changes to the Code of Ordinances to allow it to be
enforceable through a simple violation; and

WHEREAS, this ordinance provides for a violation schedule that is simple to enforce; and

WHEREAS, the proposed changes to this section of code as proposed do not add any additional
rules to the existing code it only provides for the ability of the City to enforce its code though
citations,

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 in the North
Pole Code of Ordinances.

Section 2. Title 12 Streets, Sidewalks and Public Places chapter 08 excavations is amended in
the North Pole Code of Ordinances as by inserting the text underlined, and removing the lines
that have been ~~stricken~~:

12.08.010 Permit required.

It shall be unlawful for any person, firm or corporation to tunnel under or to make any
excavation in any street, alley or other public place in the City without having obtained a permit
as required in this chapter, and without complying with the provisions of this chapter or in
violation of or variance from the terms of any such permit.

12.08.020 Permit application.

Applications for permits shall be made to the Mayor or ~~his/her~~ their authorized representative.
The permit application shall describe the location of the intended excavation or tunnel, the size
thereof, the purpose therefor, and the person, firm or corporation doing the actual excavating
work and the name of the person, firm or corporation for whom or which the work is being done.
The permit application shall contain an agreement that the applicant will comply with all
applicable Federal, State and local ordinances and laws relating to the work to be done and be
performed in accordance with the City of North Pole's Permit Application and Specifications

Manual for Street Excavation and Work within the Public Rights-of-Way and Easements. The applicant shall pay all associated costs including cost of permitting, design, construction, restoration and administration.

12.08.030 Security deposit or bond required.

In addition to ~~paying a permit~~ applicable fees of \$50 (fifty dollars), the applicant shall deposit with the City in cash, certified check, surety bond or other security acceptable to the Mayor, or his/her authorized representative, a sum equal to the contract/value of the work plus ten percent, including excavating costs, costs of installing the underground utility line, backfilling, compaction of backfill, pavement replacement, inspection and testing. Such sum shall be deposited with the City Clerk and shall be held by the City until all work is accepted by the Mayor or ~~his/her~~ their authorized representative.

12.08.040 Work requirements.

Work shall conform to the following requirements:

- A. Prior to the beginning of the excavation, all equipment, pipe fittings, etc., required to complete the installation shall be on hand, checked for fit, and approved by an authorized inspector.
- B. The contractor shall be responsible for the safety of the general public as well as persons working in excavations. Adequate shoring, barricades, flares, signs, pedestrian bridges and other protective devices shall be provided by the contractor. The contractor shall provide any additional protective devices or take additional precautions required by the Mayor or ~~his/her~~ their authorized representative.
- C. Any damage to utilities, streets, sidewalks, curbs or other public or private property caused by the operation shall be repaired to the satisfaction of the Mayor or ~~his/her~~ their authorized representative.
- D. All backfill shall consist of the same material removed from the trench with the following exceptions: Trash, organic debris and frozen material shall not be replaced in the trench. Such material, if present, shall be replaced with clean pit-run gravel. When the street is surfaced with either pit-run or crushed gravel, or if both are present, clean material, corresponding in gradation and fracture count, shall be replaced to a compacted depth equal to the depth of such material in the remainder of the street, but in no case less than four inches.
- E. All backfill shall be compacted in small lifts to a minimum of ninety-five percent of maximum density as determined by the most current standard adopted by the Department of Transportation and Public Facilities, except that the top six inches of backfill under pavements shall be compacted to one hundred percent of maximum density.
- F. Under asphalt or paved streets, all backfill between eight and twenty-four inches in depth shall consist of non-frost-susceptible pit-run gravel meeting the grading and durability criteria of current paving specifications of the City. All backfill within eight inches of the finished surface shall consist of graded crushed gravel having a maximum size of one inch and meeting all the requirements of current City paving specifications. A surface

74 course consisting of two-inch hot-mix asphaltic concrete having a maximum aggregate
75 size of three-quarters of an inch and a minimum Marshall stability of seven hundred fifty
76 shall be placed on the prepared backfill. All material and methods for placing and
77 compacting shall conform to current City paving specifications.

- 78 G. Every effort shall be made to complete all work and restore the street to its original or
79 better condition in the shortest possible time. Except in the case of unusual and
80 extenuating circumstances as determined by the Mayor or ~~his/her~~ their authorized
81 representative, a penalty shall be charged the contractor whenever the time that an
82 excavation remains open or the street has not been restored to its original or better
83 condition exceeds the maximum allowed in the following schedule. The contractor must
84 formally petition the Mayor or ~~his/her~~ their authorized representative in writing explicitly
85 explaining the reason for their request to waive the charges assessed for not restoring the
86 road to its original condition within the authorized period. Waiving assessed penalties is
87 at the sole discretion of the City of North Pole.

Zone or street classification	Allowable time from commencing to completion of work when the road is impassable to through traffic	Additional charges for time that excavation remains open in excess of allowable time	Additional charges for time street or sidewalk has not been restored to its original or better condition
Residential	3 days	\$250.00/day	\$250.00/day
Business or Arterial	18 hours (maximum of 12 hours of the allowable 18 hours between 7:00 a.m. and 7:00 p.m.	\$100.00/hr.	\$100.00/hr.

88 However, if the contractor fails, refuses or neglects to restore the street and/or sidewalk to
89 its original condition within ten days, the Mayor is authorized and directed to have the
90 street and/or sidewalk restored to its original condition by City workforces and/or other
91 contractual arrangements with appropriate charge back to the original permit holder for
92 the entire cost of the work. If a contractor feels that charges levied by the Mayor or
93 ~~his/her~~ their authorized representative are unreasonable, he may appeal to the City
94 Council by a letter directed to the Mayor within five days after the charges have been
95 levied in writing to the contractor involved.

- 96 H. All excess dirt, debris and construction materials shall be removed from the job site after
97 completion and before acceptance. Excess dirt shall not be spread over adjacent gravel
98 streets. On paved streets, excess dirt and gravel shall be swept up and entirely removed
99 leaving streets and gutters entirely clean.

100

12.08.050 Return of bond upon satisfactory completion.

When the work has been satisfactorily completed and so certified by the Committee on Streets and Alleys or its authorized representative, the City Clerk shall return the bond deposit, less any penalties and costs to the City.

8.04.100 Enforcement.

- A. The City Mayor, Police Chief or designated representatives are authorized to enforce the provisions of this chapter.
- B. Any citizen who desires to register a complaint under this chapter may initiate enforcement with the Mayor or Police Chief.

8.04.110 Violations and penalties.

- A. It shall be a violation of this chapter for any person or corporation to violate any of the provisions established in this chapter in addition to all other remedies available in law or equity.
- B. Each day the violation continues constitutes a new violation.
- C. A person or corporation who violates any provision of this chapter shall be guilty of a minor offense, punishable by the fine listed in the fine schedule in 1.20.030 or if no fine is listed in the fine schedule then by a fine not to exceed \$500.

8.04.120 Abatement – Notices – Costs – Fines.

- A. The City may file a civil action in Superior Court to abate an obstruction or excavation and all costs and expenses of such abatement, removal, remediation, repair or other remedy and full actual attorney fees and costs incurred by the City in any legal proceeding to abate and repair the obstruction or excavation shall be paid by the persons or corporation committing, creating, keeping, maintaining or causing such obstruction or excavation.

Section 3. Effective date.
This ordinance shall become effective upon passage.

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

Bryce J. Ward, Mayor

ATTEST:

Judy L. Binkley, North Pole City Clerk

PASSED/FAILED Yes: No: Absent:

**CITY OF NORTH POLE
ORDINANCE 18-19**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING TITLE 12
STREETS, SIDEWALKS AND PUBLIC PLACES CHAPTER 12 SNOW REMOVAL
AND CHANGING THE CHAPTER TITLE TO MAINTENANCE OF STREETS, ROAD
RIGHTS OF WAY, SIDEWALKS OR CITY PROPERTY**

WHEREAS, changes to the North Pole Municipal Code is a continually changing requirement;
and

WHEREAS, the City of North Pole should be amended to conform to the requirements of the
City and to provide clarification and guidance as needed; and

WHEREAS, the City desires to make changes to the Code of Ordinances to allow it to be
enforceable through a simple violation; and

WHEREAS, this ordinance provides for a violation schedule that is simple to enforce,

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 in the North
Pole Code of Ordinances.

Section 2. Title 12 Streets, Sidewalks and Public Places Chapter 12 Snow Removal is amended
in the North Pole Code of Ordinances as by inserting the text underlined, and removing the lines
that have been ~~stricken~~:

Chapter 12.12
~~SNOW REMOVAL~~

**MAINTENANCE OF STREETS, ROAD RIGHTS OF WAY, SIDEWALKS OR CITY
PROPERTY**

12.12.010 Snow removal – Clearing streets of vehicles.

The ~~City Council~~ Mayor or their authorized representative may, as often as it deems necessary,
cause all streets, or certain streets or portions of streets, to be cleared of all vehicles for set
periods of time for the removing of snow without hindrance and to close such streets or portions
thereof during snow removal.

12.12.020 Parking during street cleaning and snow removal

- A. The Mayor or their authorized representative is authorized to determine and designate by
proper signs places in which stopping, standing or parking of vehicles would be
prohibited during certain hours of the day for the purpose of removal of snow, ice, rocks,
gravel, dirt, debris, litter or other accumulation upon public streets, highways, alleys,

sidewalks, places, city parking lot or other place where the city by law or written agreement has a legal duty to make such a removal.

- B. When official signs prohibiting parking during certain hours of the day are erected as authorized in this section, no person shall stop, stand or park a vehicle in such a designated place during the proscribed time.

12.12.030 Parking prohibited over 24 hours.

No person shall park a vehicle on any city street, highway, public way, right-of-way or city-owned parking lot for a period of time longer than 24 consecutive hours unless otherwise posted. If a vehicle posted with notice of this violation is moved within 24 hours of posting, there is no fine; if not, the minimum fine is \$50.00 and the vehicle is subject to towing and impound. In the case of impound, the vehicle's owner shall pay all the costs of impound, including towing and storage, in accordance with the fee schedule on file at the City Clerk's office.

8.04.100 Enforcement.

- A. The City Mayor, Police Chief or designated representatives are authorized to enforce the provisions of this chapter.
- B. Any citizen who desires to register a complaint under this chapter may initiate enforcement with the Mayor or Police Chief.

8.04.110 Violations and penalties.

- A. It shall be a violation of this chapter for any person or corporation to violate any of the provisions established in this chapter in addition to all other remedies available in law or equity
- B. Each day the violation continues constitutes a new violation.
- C. A person or corporation who violates any provision of this chapter shall be guilty of a minor offense, punishable by the fine listed in the fine schedule in 1.20.030 or if no fine is listed in the fine schedule then by a fine not to exceed \$300.

Section 3. Effective date.
This ordinance shall become effective upon passage.

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

Bryce J. Ward, Mayor

ATTEST:

Judy L. Binkley, North Pole City Clerk

PASSED/FAILED Yes: No: Absent:

**CITY OF NORTH POLE
ORDINANCE 18-20**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO
AMEND TITLE 1, BY UPDATING GENERAL PENALTIES AND
INCLUDING A SURCHARGE SECTION AND A MINOR OFFENSE FINE
SCHEDULE**

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

WHEREAS, the City of North Pole desires to establish a clear and concise schedule for code violations; and

WHEREAS, the City code list many violations but has not established a fine schedule for minor offense violations when such violations do occur; and

WHEREAS, if the code is to be enforced then it is prudent to have a mechanism to do so; and

WHEREAS, it is the City's desire, pursuant to AS 29.25.070(a), to provide for violations that offer the offender the option to pay a fine without appearing before a judge; and

WHEREAS, the City reserves the right to charge someone with an offense greater than a violation if necessary; and

WHEREAS, State law governing municipal violations and charges have changed since the City originally adopted this section of code; and,

WHEREAS, the Minor Offense Fine Schedule shall be applied uniformly to the entire code and gives direction to officers on how to enforce the code; and,

WHEREAS, Alaska Statute 11.81.250 (a)6 describes violations as follows, 'violations, which characteristically involve conduct inappropriate to an orderly society but which do not denote criminality in their commission.'

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 1 General Provisions, Chapter 1.20 General Penalty is amended as follows by inserting the text italicized, underlined and in red:

1.20.010 General Penalty

Unless an ordinance specifically provides otherwise, any person violating any of the provisions of this code or failing to comply with any of the mandatory requirements of this code is guilty of a minor offense and shall be punished by a fine not to exceed \$500 (five hundred dollars).

1.20.020 Surcharge

In addition to any penalty prescribed by law, a defendant convicted of violating a city ordinance shall pay the surcharge required under AS 12.55.039 and 29.25.074. All such surcharges collected shall be remitted to the State of Alaska as required by AS 29.25.074.

1.20.030 Minor Offense Fine Schedule

In accordance with AS 29.25.070(a), citations for the following offenses may be disposed of as provided in AS 12.25.195-.230, without a court appearance, upon payment of the fine amounts listed below plus the state surcharge required by AS 12.55.039 and AS 29.25.074. Fines must be paid to the court. The Rules of Minor Offense Procedure in the Alaska Rules of Court apply to all offenses listed below. Citations charging these offenses must meet the requirements of Minor Offense Rule 3. If a person charged with one of these offenses appears in court and is found guilty, the penalty imposed for the offense may not exceed the fine amount for that offense listed below. If an offense is not listed on this fine schedule or another fine schedule, the defendant must appear in court to answer to the charges.

Section	Offense Description	Fine Amount
8.01.020	Garbage and Refuse containers required	\$50 1st offense \$100 2 nd offense \$100 <u>\$300</u> 3rd offense
8.01.030	Failure to deposit garbage in designated place	\$50 1st offense \$100 2 nd offense \$100 <u>\$300</u> 3rd offense
8.01.040	Failure to cover garbage and refuse when transported	\$50 1st offense \$100 2 nd offense \$100 <u>\$300</u> 3rd offense
8.01.050	Burning garbage or refuse without a permit	\$50 1st offense \$100 2 nd offense \$100 <u>\$300</u> 3rd offense
8.02.020	Cause/Maintain/continue unwholesome well or groundwater	\$300 1 st offense \$500 2 nd offense \$1,000 3 rd offense
8.02.030	Groundwater and soil contaminated from garbage prohibited	\$300 1 st offense \$500 2 nd offense \$1,000 3 rd offense
8.02.040(B)	Open pits and unfilled excavations prohibited	\$300 1 st offense \$500 2 nd offense \$1,000 3 rd offense
8.02.040(C)	Failure to secure unoccupied/abandoned	\$300 1 st offense \$500 2 nd offense

	buildings	\$1,000 3 rd offense
8.02.040(D)	Attractive hazards dangerous to children	\$300 1 st offense \$500 2 nd offense \$1,000 3 rd offense
8.02.050	Outhouses prohibited	\$300 1 st offense \$500 2 nd offense \$1,000 3 rd offense
8.02.060(A)	> 4 Junk vehicles on public property	\$300 1 st offense \$500 2 nd offense \$1,000 3 rd offense
8.02.060(B)	> 4 Junk vehicles on owner/tenant/occupant property	\$300 1 st offense \$500 2 nd offense \$1,000 3 rd offense
8.03.020	Animal Bite	\$50 1 st offense \$150 2 nd offense \$300 3 rd offense
8.03.030	Failure to restrain animal	\$ 50 1 st offense \$150 2 nd offense \$300 3 rd offense
8.03.040	Failure to remove dog/cat waste	\$ 50 1 st offense \$150 2 nd offense \$300 3 rd offense
8.04.030	Flammable marijuana oil extraction methods prohibited	\$ 50 1 st offense \$150 2 nd offense \$300 3 rd offense
8.04.040	Permit/Cause soot, cinders, fumes, gases to endanger person or public	\$ 50 1 st offense \$150 2 nd offense \$300 3 rd offense
8.04.050(A)	Disturbing the peace	\$ 50 1 st offense \$150 2 nd offense \$300 3 rd offense
<u>12.03.010 (A)</u>	<u>Consuming Marijuana in a Public Place</u>	<u>\$50 1st offense</u> <u>\$100 2nd offense</u>
<u>12.04.020</u>	<u>Unlawful to obstruct</u>	<u>\$ 50 1st offense</u> <u>\$150 2nd offense</u> <u>\$300 3rd offense</u>
<u>12.04.030</u>	<u>Wire and Banners over streets- Approval required</u>	<u>\$ 50 1st offense</u> <u>\$150 2nd offense</u> <u>\$300 3rd offense</u>
<u>12.04.040</u>	<u>Deposit of snow or ice Prohibited</u>	<u>\$ 50 1st offense</u> <u>\$150 2nd offense</u> <u>\$300 3rd offense</u>

<u>12.04.050</u>	<u>Obstruction of drainage systems prohibited</u>	<u>\$ 50 1st offense</u> <u>\$150 2nd offense</u> <u>\$300 3rd offense</u>
<u>12.08.010</u>	<u>Permit Required</u>	<u>\$ 150 1st offense</u> <u>\$300 2nd offense</u> <u>\$500 3rd offense</u>
<u>12.12.020</u>	<u>Parking during street cleaning and snow removal</u>	<u>\$ 150 1st offense</u> <u>\$300 2nd offense</u> <u>\$500 3rd offense</u>
<u>12.12.030</u>	<u>Parking prohibited over 24 hours</u>	<u>\$ 150 1st offense</u> <u>\$300 2nd offense</u> <u>\$500 3rd offense</u>
Title, Chapter, Section Number		

Section 3. Effective date.

This ordinance shall become effective upon passage.

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

 Bryce J. Ward, Mayor

ATTEST:

 Judy L. Binkley, North Pole City Clerk

PASSED/FAILED
 Yes:
 No:
 Absent:

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

**A RESOLUTION ACCEPTING OWNERSHIP AND MAINTENANCE
RESPONSIBILITY FOR WAR EAGLE COURT AND THE SEWER MAIN IN LOT B5
EAGLE ESTATES SUBDIVISION**

WHEREAS, The City of North Pole has the authority to accept ownership and maintenance responsibilities for streets and utility infrastructure constructed to City standards within public rights-of-way within the city limits, and

WHEREAS, the City approved a Developer Agreement with Stepping Stone Builders to install War Eagle Court and sewer improvements in Lot B5 Eagle Estates, and

WHEREAS, War Eagle Court platted within the Eagle Estates Subdivision, has been approved by the Fairbanks North Star Borough, and

WHEREAS, War Eagle Court and the sewer main in Lot B5 Eagle Estates Subdivision have been inspected by the City to ensure they were built according to the requirements contained in the Developer Agreement between the City and Stepping Stone Builders; record drawings of the street and sewer main have been submitted; and a warranty bond of \$3,000 has been paid to the City to satisfy the warranty requirements.

NOW, THEREFORE, BE IT RESOLVED, that in accordance with Section 12. 16.010 of the North Pole Municipal Code of Ordinances, the North Pole City Council accepts ownership and maintenance responsibility for War Eagle Court and the sewer main in Lot B5 Eagle Estates Subdivision.

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

Bryce J. Ward, Mayor

ATTEST:

Judy L. Binkley, North Pole City Clerk

PASSED/FAILED

Yes:

No:

Absent: