



CITY OF NORTH POLE
Regular Meeting August 20, 2018
North Pole Council Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, August 20, 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. NORAD Tracks Santa Proclamation**
 - b. National Suicide Prevention Week Proclamation**
- 7. Council Member Questions of the Mayor**

8. Communications from Department Heads, Borough Representative and the City Clerk

9. Ongoing Projects Report

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

11. Old Business

- a. Ordinance 18-15, 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.
- b. 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.
- c. 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.
- d. Ordinance 18-18, An Ordinance of the North Pole City Council Amending Title 12 Streets, Sidewalks and Public Places Chapter 08 Excavations.
- e. 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.
- f. 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.

12. New Business

- a. Resolution 18-10, A Resolution Accepting Ownership and Maintenance Responsibility for War Eagle Court and the Sewer Main in Lot B5 Eagle Estates Subdivision.
- b. Ordinance 18-21, An Ordinance of the North Pole City Council Amending Section 4.19 Property Disposal.
- c. Recommendation to Accept Revised Snow Plowing Contract with Hubbard Excavation for the 2018-2019 Snow Plowing Season.

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, August 6, 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, August 6, 2018 to order at 7:02 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
Perry Walley
Mayor Ward

Absent/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 August 6, 2018*

Seconded by Ms. Welch

DISCUSSION

None

Mr. Thompson *moved to amend the agenda by consenting:*

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.

and removing:

New Business:

- 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.

Seconded by Ms. Welch

Discussion

None

On the amendment

PASSED

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

No: 0

Absent: 0

On the Agenda as amended

Discussion

None

PASSED

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

No: 0

Absent: 0

APPROVAL OF MINUTES

Mr. Thompson moved to approve the Minutes of July 16, 2018 and July 23, 2018

Seconded by Mr. Skipps

Discussion

None

PASSED

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

No: 0
Absent: 0

COMMUNICATIONS FROM THE MAYOR (Audio 3:43)

- Mr. Claus read the 65 Degrees North Team Denali Day Proclamation.
- Council has been invited to the luncheon on Friday the 10th at noon. The secretary of the air force will be visiting.
- I am a member of the team that's looking to put together the housing task force with the Borough, FEDC, and other folks in the community.
- The senior games are starting this next week. The Moose Lodge always does a great job with the horseshoes here at Terry Miller Park.
- This Saturday is the open house and ribbon cutting for the Senior Center.
- School starts soon and the School District has their kickoff for the staff and faculty on Friday.
- I was able to give two awards to airman from Eielson who helped out with the ball fields for the 4th of July.

COUNCIL MEMBER QUESTIONS OF THE MAYOR (Audio 11:21)

- **Mr. Thompson** asked for details about the school kickoff. **Mayor Ward** replied that it is Friday, at the Hering Auditorium at Lathrop High School starting at 8.

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Dept., Chief Dutra (Audio 12:00)

- Councilman Walley – welcome – sorry I missed your appointment. Mayor allowed me to take a vacation.
- While on vacation, my daughter's soccer team took 3rd and Lt. Lindhag's son is a state champion.
- Working on SA kits from years gone by sending to the crime lab.
- Completed ALiCE training for approximately 160 principals, teachers, and crises teams. I spoke to 2 classes for 6 plus hours. We did practicals and got excellent feedback. This was a collaborative effort by FNSBSD, AST, FPD, and NPPD.
- Vehicles at auction – appears our base bid of \$2000 each may have been too high as they are still sitting there. I will check on the status tomorrow.
- I hear there are asset forfeiture funds coming but I don't know how much yet.
- Heard there may be a flood event at Chena Lakes – stay tuned.
- We have 3 applicants in a secondary testing phase – one is for reserves.
- Working with the Foodbank CEO, Anne Weaver, to get them to be one of the 1st certified ALiCE organizations in the area.

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*Minutes
August 6, 2018*

NOT A VERBATIM TRANSCRIPT

- We have our official SRO meeting next Monday. Everyone is excited to move forward and even though this is not a fulltime SRO, it is a great step.
- Kotzebue PD has officially challenged us to a Lip Sync Challenge. Officially working to answer that with a Christmas theme – stay tuned.
- We just received our check from APOA for \$3500 for ALiCE sponsors. They felt really bad about the delay and personally delivered it to us.
- Tasers have arrived and we are at 90% deployment. We have a couple lefty draws to resolve.
- We have been officially scanning documents and have started reversing course on paper backlogs. I will be vigilant in pursuing every document reduction I can until we are at zero or close to it.
- Our Police One subscription is paying off in spades as we are now tracking policy reviews for each employee as well as mandating monthly quotas so we can benefit from the enormous treasure trove of training for a small yearly fee.

Director of City Services, Bill Butler (Audio 18:50)

Building Department

- No new building permits issued.

Public Works

- Dog Park has been graded and staff is putting in mulch and will be seeding the bare soil.
- Rain has broken the dry spell that was stressing the City's plantings, but the excessiveness of the rain has had negative effects on some plantings.
- Annual asphalt patching has been completed – 8th Avenue by Beaver Springs Slough; Finell (problem areas that have settlement problems), and cul-de-sac on 1st Avenue.
- Plan to install before end of summer a swale by Dog Park to address flooding on 3rd Avenue.
- **Mr. Isaacson** asked for a definition of swale. Mr. Butler replied that it's a big ditch for draining water that can help percolate it into the ground directly as opposed to it collecting.

Utility Department

- Sulfolane settlement
 - Pipe installation on schedule – tentative completion date for installation of all water mains in Zones 1 & 2 is end of August.
 - Approximately 80% of the HDPE pipe installed in Zone 1 (12 Mile Village and surrounding area).
 - Approximately 80% of the HDPE pipe installed in Zone 2 (section of City north of Richardson Highway).

- Peridot Pump House – steel framing and wall panels being installed on the pump house building; base of 750,000 storage tank being installed.
- Directional drilling:
 - Pipe jack and bore under Richardson Highway completed.
 - Horizontal direction drilling in Zone 1 – the two water mains were successfully installed.
 - 16 inch pipes horizontally drilled under drainage channel in Zone 2 – project has submitted a request for an amended permit to the Army Corps to allow emergency excavation in the drainage channel to bury the water mains that migrated to the surface.
- Contractor has begun flushing and pressure-testing the installed water mains as functional sections of the system are completed.
 - Next step will be chlorinating the mains after they pass these tests in preparation for applying for a conditional authorization to operate.

Natural Gas Utility Board

- No major developments at this time to report.
- Next meeting is Tuesday, August 7 from 4:00 to 7:00 pm at the Key Bank Building in downtown Fairbanks (5th Floor).

Finance, Tricia Fogarty (Audio 24:20)

- We received final reimbursement payments on two of our grants:
 - Archival system grant
 - Police Department and City Hall redesign grant
- Melanie and I will be attending a two day Caselle user group at the end of August. They are going to go over a few of our modules such as utility billing and budgeting.
- We budgeted this year to replace one computer and now Melanie's computer needs to be replaced as it's going down at least once, sometimes twice a day. We have a replacement on the way and I don't see it affecting the budget due to the fact that Melanie's position is split between several departments.
- We had a work comp audit with Alaska National last Thursday. We had some issues last year that have been cleared up. Our work comp rates are lower this year.
- I processed payroll today and had a couple issues we haven't had before and I think they may have something to do with a recent update. I'll call tomorrow and try to figure out where they are coming from and how we can avoid them in the future.

Fire Dept., Coon (Audio 26:42)

- Hose testing is complete.
- Hydrant bushing and testing have been completed. We did find both minor and major issues with some of the old hydrants. The Utility department gave assistance and did on the spot repairs to the hydrants that needed it. A list of maintenance items has been given

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to the Utility department with 30 hydrants that still need some attention.

- Staff members will be taking a state test for Fire Apparatus Driver Operator (FADO). All of the staff will now be certified in driving, pumping, aerial, and mobile water supply.
- Department members are providing medic services to the Moto Cross track throughout the summer.
- Engineer testing is complete and the department has a conditional offer to the number one candidate. He still has to complete the background check, drug test, and Dr. physical. We hope to have him on line by early September.
- The third live-in position has been filled and our new member will start later this week. Our live-ins are an important part of the Fire Department operation. Each live-in is assigned to a shift and they are expected to be on duty the 10 days a month that their shift is working. Absences are only excused for school and work.

Fleet Maintenance Report:

- The command truck has developed a severe oil leak and the guys are trying to get the repairs done.
- Squad 24 still has the forestry pump out of it and it will be a winter project to retrofit a modern forestry pump in it. Squad 24 also has significant off-road time on it and it has taken its toll on the entire truck. Squad 24 is a 1993 Chevrolet.
- The department is cycling some of the older ambulances into the rotation in order to keep miles off of the newest ambulance. The current miles on our ambulances are:
 - 97,593 miles – 2013 ambulance
 - 120,446 miles – 2007 ambulance
 - 135,886 miles – 2002 ambulance
- I just wanted to remind Council that the current amount going into the Fire Department fleet fund will only allow for one ambulance every 5 years and will not replace fire engines, ladder trucks, or command vehicles at this rate. The Fire Department has nearly 4 million dollars' worth of apparatus (replacement value) and only 1.2% is being allocated to the fleet fund. This must be addressed this year during the budget process.
- **Mr. Isaacson** asked how the payroll module is working for the Fire Department. Chief Coon replied that it's not awesome yet and it takes longer but the Fire Department will do whatever it can to make Tricia's job easier in this aspect. **Mr. Isaacson** asked when the Fire Department does things like motocross, is it a revenue generator or is it public goodwill training? Chief Coon replied that while we have made money on it this year, that wasn't the intent. The Fire Department does it because they need us and they are in our ambulance service district.
- **Mr. Skipps** asked how many fire hydrants are within the City that we maintain. Chief Coon replied we have over 200 now. **Mr. Skipps** asked what the life span of the hydrants are and Chief Coon replied he wasn't sure but that the 100 or so hydrants that have been here for the 27 years that he was been at North Pole are all still here.
- **Ms. Welch** asked about the course that City Council Members are supposed to take for emergency readiness. Chief Coon replied that they are the ICS 100 and 200 class and will send out the information again.

Borough Representative – Ms. Welch (Audio 39:02)

- Discussion took place on the new rules regarding keeping livestock within the Borough.

City Clerk's Office, Judy Binkley (Audio 41:12)

- The candidate withdrawal deadline was today at 5pm. None of the candidates withdrew so we have 2 running for Mayor and 3 running for Council. I will be working on the ballots beginning tomorrow.

ONGOING PROJECTS

None

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

None

OLD BUSINESS

None

Public Comment

None

NEW BUSINESS

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. (Audio 42:10)

Mayor Ward introduced the ordinance.

Public Comment

None

Mr. Thompson *moved to* introduce and advance 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.

Seconded by Mr. Claus

Discussion

Mr. Thompson *moved to* amend 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 by:

- Amending all Title References from 8.4 to 12.3.
- Amending all language stating ‘a person or corporation’ by removing the words ‘or corporation’ to state ‘a person’ only.
- Amending 12.03.100 (B) by removing all language and changing it to ‘Any person may file a complaint under this chapter with the Mayor or Police Chief and request enforcement of the alleged violation’.
- Amending 12.03.110 (A) by removing all language and inserting the language in (C) and changing the language in (C) to read ‘Fines for violations are separate from and in addition to all other remedies authorized by law or equity’.

Seconded *by* Ms. Welch

Discussion on the amendment

None

On the amendment

PASSED

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

No: 0

Absent: 0

Discussion on the motion as amended

None

On the motion as amended

PASSED

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

No: 0

Absent: 0

**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.** (Audio 45:20)

Mayor Ward introduced the ordinance.

Public Comment

None

Mr. Thompson *moved to* introduce and advance 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.

Seconded *by* Ms. Welch

Discussion

Mr. Thompson *moved to* amend 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 by:

- **Amending all Title References from 8.4 to 12.4.**
- **Amending all language stating ‘a person or corporation’ by removing the words ‘or corporation’ to state ‘a person’ only.**
- **Amending 12.04.100 (B) by removing all language and changing it to ‘Any person may file a complaint under this chapter with the Mayor or Police Chief and request enforcement of the alleged violation’.**
- **Amending 12.04.110 (A) by removing all language and inserting the language in (C) and changing the language in (C) to read ‘Fines for violations are separate from and in addition to all other remedies authorized by law or equity’.**

Seconded *by* Mr. Skipps

Discussion on the amendment

None

On the amendment

PASSED

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

No: 0

Absent: 0

Discussion on the motion as amended

Mr. Isaacson *moved to* amend line 29 of 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 by deleting “water” and adding “or other delivery vehicles”

Seconded by Mr. Thompson

Discussion on the amendment

Mr. Isaacson stated the reason for doing this is because there are a lot of other types of delivery vehicles now such as a septic vehicle.

On the amendment

PASSED

Yes: 7 – Skipp, Walley, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 0

Discussion on the motion as amended (Audio 50:28)

Mr. Isaacson stated that lines 32 through 37 deal with unlawful signage and a lot of it is a good idea but it might be going too far. Maybe we need an exception for garage sale signs.

Mayor Ward stated this has come up previously and Council has voted the issue down. There is also state law that prohibits signs from being in public right-of-ways.

Mr. Isaacson stated that in 2015, one of the specific prohibitions was to never put signs in the roundabouts.

Mr. Butler stated that of the signage that goes up, garage sale signs create the most litter. They don't come down unless we pick them up and take them down and take them away. So it ends up being trash in the roads that we deal with on an ongoing basis.

Mr. Isaacson asked if Mr. Butler was proposing if crews go out there every weekend and pick up the signs and then fine each of the people \$50. Mr. Butler replied that in the past, we have just taken them down. They blow into the streets so it's a contribution of litter. **Mr. Isaacson** asked how Mr. Butler would feel about enforcing this if the City was ever sued by people who did get fined saying they shouldn't get fined because the City isn't fining the garage sale sign people. Mr. Butler replied that he's not saying we go out and fine people. He would only request fining someone if they were blatantly and continually putting up signs and not taking them away. The intention is not to send public works employees out on the weekend for

overtime to pick up signs, but if they come in Monday morning and signs are taped to the poles on the roundabouts, on the light poles, or on the overpass, maybe we should fine them because we're having to pay people to clean litter they otherwise wouldn't have to.

Mr. Skipps asked how much it cost for a permit for signs. Mr. Butler replied that there is no permit for putting up signs.

Ms. Welch stated it looks like we are trying to find a way of promoting responsible usage of temporary signs.

Mayor Ward stated that this has been debated in the past and the public has come out and Council has said that signs are not allowed in the public right-of-ways. There's a pretty good pile of signs over at the public works shop. The intent is we don't want our town looking like a trash pile.

Mr. Isaacson asked Mayor Ward to ask the lawyer if we could clarify this section for garage sale signs.

Mayor Ward replied that if Mr. Isaacson had specific language for the attorney, he would run that through them. He also provided an analogy stating that this is similar to speeders or running stop signs. You can't catch every single one but you do what you can. It doesn't negate the law so if our law is no signs, we do our best to enforce that. If we want to address someone who may be unaware of the law, maybe instead of changing the ordinance, we look at the fee schedule.

Ms. Welch stated she agrees with the Mayor.

Mr. Isaacson stated he would come up with some language for the lawyer to review.

Mr. Thompson stated it doesn't matter if somebody puts a sign up. It's littering and that's a violation. It's against state law. I don't know that we can write the ordinance in a way that it's okay for people to have a certain size or certain color sign. It makes it more convoluted and more complicated.

Mr. Isaacson stated he is concerned about line 25 regarding a parade or event and how that works with the first amendment to the constitution of the United States.

Mr. Walley stated that the problem is not the signs themselves, but the cleanup after. Some ideas might be a standardized sign with the North Pole theme that could be purchased at the City and include some kind of incentive to pick up the sign, like getting a free coffee.

Mr. Thompson *called the question*

Mr. Isaacson *objected*

Mr. Isaacson asked if Mayor Ward could ask the attorney if this language would constitutionally hold up under the first amendment. **Mayor Ward** replied that he would.

On the motion as amended

PASSED

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

No: 1 - Isaacson

Absent: 0

**ORDINANCE 18-18, AN ORDINANCE OF THE NORTH POLE CITY COUNCIL
AMENDING TITLE 12 STREETS, SIDEWALKS AND PUBLIC PLACES CHAPTER 08
EXCAVATIONS.** (Audio 1:17:50)

Mayor Ward introduced the ordinance.

Public Comment

None

Mr. Thompson *moved to* introduce and advance Ordinance 18-18, An Ordinance of the North Pole City Council Amending Title 12 Streets, Sidewalks and Public Places Chapter 08 Excavations.

Seconded by Ms. Welch

Discussion

Mr. Thompson *moved to* amend Ordinance 18-18, An Ordinance of the North Pole City Council Amending Title 12 Streets, Sidewalks and Public Places Chapter 08 Excavations by:

- Amending all Title References from 8.4 to 12.8.
- Amending all language stating ‘a person or corporation’ by removing the words ‘or corporation’ to state ‘a person’ only.
- Amending 12.08.100 (B) by removing all language and changing it to ‘Any person may file a complaint under this chapter with the Mayor or Police Chief and request enforcement of the alleged violation’.
- Amending 12.08.110 (A) by removing all language and inserting the language in (C) and changing the language in (C) to read ‘Fines for violations are separate from and in addition to all other remedies authorized by law or equity’.

Seconded by Mr. Skipps

Discussion on the amendment

None

On the amendment

PASSED

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

No: 0

Absent: 0

Discussion on the motion as amended

Ms. Welch moved to amend Ordinance 18-18, An Ordinance of the North Pole City Council Amending Title 12 Streets, Sidewalks and Public Places Chapter 08 Excavations by replacing wherever there is language stating ‘Mayor or ~~his/her~~ their authorized representative’ with ‘Mayor or the Mayor’s designee’.

Seconded by Mr. Isaacson

Discussion on the amendment

None

On the amendment

PASSED

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

No: 0

Absent: 0

Discussion on the motion as amended

None

On the motion as amended

PASSED

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

No: 0

Absent: 0

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. (Audio 1:23:33)

Mayor Ward introduced the ordinance.

Public Comment (Audio 1:30:31)

Steve Dutra, 125 Snowman Lane: Stated this was his first exposure to the ordinance and it sounds like a nightmare. This would be extremely difficult to enforce. State law that is currently written is sufficient so let's give this more thought.

Mr. Thompson *moved to* introduce and advance 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.

Seconded *by* Ms. Welch

Discussion

Mr. Thompson *moved to* amend 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 by:

- Amending all Title References from 8.4 to 12.12.
- Amending all language stating 'a person or corporation' by removing the words 'or corporation' to state 'a person' only.
- Amending 12.12.100 (B) by removing all language and changing it to 'Any person may file a complaint under this chapter with the Mayor or Police Chief and request enforcement of the alleged violation'.
- Amending 12.012.110 (A) by removing all language and inserting the language in (C) and changing the language in (C) to read 'Fines for violations are separate from and in addition to all other remedies authorized by law or equity'.

Seconded *by* Mr. Claus

Discussion on the amendment

None

On the amendment

PASSED

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

No: 0

Absent: 0

Discussion on the motion as amended

Ms. Welch moved to amend 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 by replacing wherever there is language stating ‘Mayor or his/her their authorized representative’ with ‘Mayor or the Mayor’s designee’.

Seconded by Mr. Thompson

Discussion on the amendment

None

On the amendment

PASSED

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

No: 0

Absent: 0

Discussion on the motion as amended (Audio 1:37:35)

Mr. Thompson stated that the City of Fairbanks has almost the exact same ordinance in place and has seen this in play a lot. It allows vehicles to be impounded and moved and is really for junked cars, abandoned vehicles, and snow removal. That’s the only time I’ve seen this enforced, at least in the City of Fairbanks. This is a mechanism that allows removal of vehicles if they are in the way.

Mr. Isaacson stated he appreciates the reason for this. However, has seen different iterations of enforcement come and go. A reasonable interpretation of this might look at this as abandonment but a strict literal interpretation could be different.

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Mayor Ward stated that he thinks streets are for driving and it's not appropriate to be parking on the street. There are complaints about not only the streets, but the right-of-ways. There have been a number of complaints this year about alleys and in fact there are currently issues right now with people parked in alleys. I am talking with people who have complaints and they think it's unreasonable for someone to use the street for long term parking.

Mr. Thompson stated he supports what Mayor Ward just said. This is a utility ordinance that allows for snow removal or other issues where we get complaints to have a mechanism in place to address them.

Ms. Welch stated she thinks this is good as it is.

On the motion as amended

PASSED

Yes: 7 – Skippis, Walley, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 0

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. (Audio 1:48:40)

Mayor Ward introduced the ordinance.

Public Comment

None

Mr. Thompson *moved to introduce and advance 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.*

Seconded by Ms. Welch

Discussion

Mr. Isaacson *moved to amend the fine amount for 12.04.020 in 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 as follows:*

- **\$0 for 1st offense**

- \$50 for 2nd offense
- \$150 for 3rd offense
- \$300 for 4th offense

Seconded by Ms. Welch

Discussion on the amendment (Audio 1:53:53)

Mr. Thompson stated the ordinance should be left as written because it's very consistent right now. It costs the City money to enforce the laws and there's no money if the first offense is only a warning.

Ms. Welch stated she agrees with Mr. Thompson that if too many options are available, that could be pretty complicated, even for the person who has to go enforce it. Plus, we leave it up to the police to have judgement. They don't give every guy a ticket for speeding. The ordinance is okay as it's written.

Mr. Isaacson stated he appreciates the sound objections. However, this complies more with the way the state treats litter. Give people the opportunity to learn the law before prosecuting them.

Mr. Walley stated that this is a tool in your chest and it doesn't mean you have to use them but you have the ability to get a matter across the finish line.

Mr. Thompson stated that he echoes what Mr. Walley said. It's simply an enforcement mechanism. There's nothing that mandates any of this but it gives the ability to do so.

Mayor Ward stated he doesn't mind if there's a warning. This is a tool given to law enforcement. The idea is to correct bad behavior.

Ms. Welch stated she thinks we have well educated people out here that are taught how to make judgement on things and we shouldn't take away their opportunity to give a ticket.

On the amendment

FAILED

Yes: 2 – Isaacson, Ward

No: 5 – Skipps, Walley, Thompson, Claus, Welch

Absent: 0

On the motion

PASSED

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

No: 0

Absent: 0

COUNCIL COMMENTS (Audio 2:04:30)

Mr. Isaacson – I am the Assembly rep this week so if there are items from the City, please email me. I appreciate the work that has gone in on these ordinances and title revisions. Mayor, please keep us updated on the status of the military facility zone application.

Mr. Claus – School is starting soon. I'm sensitive to bullying so if your child comes home and reports bullying, please take it to the next step with the administration and encourage your child to sit with people who may be bullied or need a friend.

Mr. Thompson – Since school is starting next week, there's going to be a significant increase in the amount of traffic in the morning so please slow down.

Mr. Walley – I survived my first meeting here and thank you for being gentle on me. Things are a little different from what I am used to from the Fairbanks Council but I'm going to catch on very quickly.

Mr. Skipps – None

Ms. Welch – I look forward to meeting the Secretary of the Air Force. If you have time, I suggest you go hear what they are doing at the School District on Friday the 10th. Also, be careful with the increase to traffic for school.

Mr. Thompson *moved to adjourn the meeting at 9:15 p.m.*

Seconded by Ms. Welch

The regular meeting of Monday, August 6, 2018 adjourned at 9:16 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, August 20, 2018.

Bryce J. Ward, Mayor

ATTEST:

Judy Binkley, North Pole City Clerk

*Minutes
August 6, 2018*

NOT A VERBATIM TRANSCRIPT

18

Office of the Mayor
City of North Pole

Proclamation

NORAD Tracks Santa Citation of Exemplary Service

Whereas: on December 24, 1955, the United States Air Force Continental Air Defense Command Operations Center began a tradition carried on by the North American Aerospace Defense Command (NORAD) when it was formed in 1958; and

Whereas: the City of North Pole became a first-class city in 1953, and the Alaska Statehood Act was signed in 1958, the same year the "NORAD Tracks Santa" program began; and

Whereas: today, using satellite systems, high-powered radars, and jet fighters, NORAD continues to track Santa Claus as he makes his Yuletide journey around the world; and

Whereas: fifteen hundred volunteers staff telephones and computers to answer calls and e-mails from children (and adults) from around the world on December 24th, Christmas Eve; and

Whereas: through the "NORAD Tracks Santa" website (in seven languages), hosting nearly nine million unique visitors, telephone lines, taking more than 140,000 calls, receiving e-mails, and engaging through Facebook, Twitter, and YouTube, NORAD entertains and fills curious children and their families with wonder, and manages to keep them informed about Santa's whereabouts and when it's time to get to bed in more than 200 countries and territories around the world; and

Whereas: "NORAD Tracks Santa" has become a magical and global phenomenon, delighting generations of families everywhere and bringing excitement, delight, wonder, and joy to many millions of children and families throughout the world; and

Whereas: the "NORAD Tracks Santa" program is in keeping with the City of North Pole's slogan, "Where the Spirit of Christmas Lives Year 'Round"; and

Whereas: the City of North Pole desires to recognize NORAD's exemplary, long-standing and on-going service to millions of children and their families through "NORAD Tracks Santa."

Now, therefore I, Bryce J. Ward, Mayor of the City of North Pole, do hereby proclaim and award this Citation of Exemplary Service to


NORAD Tracks Santa

Presented to the Secretary of the United States Air Force, Heather Wilson, on August 10, 2018, in North Pole, Alaska.



Bryce J. Ward, Mayor

ATTEST:



Santa Claus, Councilman



Judy L. Binkley, North Pole City Clerk



Office of the Mayor
City of North Pole

Proclamation

National Suicide Prevention Week

This proclamation recognizes suicide as a national and statewide public health problem, and suicide prevention is a national and statewide responsibility, and designates September 9, 2018 through September 15, 2018 as "National Suicide Prevention Week" in North Pole. This week overlaps World Suicide Prevention Day, September 10, 2018, recognized internationally and supported by the World Health Organization.

Whereas: in 2016, suicide was the 6th leading cause of death in Alaska, according to the Centers for Disease Control; and

Whereas: in 2016, 193 people died by suicide in Alaska, according to the Centers for Disease Control; and

Whereas: over 90% of the people who die by suicide have a diagnosable and treatable mental health condition, although often that condition is not recognized or treated; and

Whereas: suicide results in an estimated \$226,875 in combined medical and work loss costs in Alaska annually, according to the Centers for Disease Control; and

Whereas: organizations such as the American Foundation for Suicide Prevention envision a world without suicide, and are dedicated to saving lives and bringing hope to those affected by suicide through research, education, advocacy, and resources for those who have lost or struggle, and urge that we:

- *Recognize suicide as a preventable national and state public health problem and declare suicide prevention to be a priority.*
- *Encourage initiatives based on the goals contained in the National Strategy for Suicide Prevention and Alaska Statewide Suicide Prevention Council.*
- *Publicize that help is available to Alaskans struggling to cope, considering suicide, or grieving the loss of someone to suicide by calling Alaska's Careline, 1-877-266-4357 (HELP).*

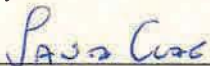
Now, therefore I, Bryce J. Ward, Mayor of the City of North Pole, do hereby designate September 9, 2018 as:


National Suicide Prevention Week



Bryce J. Ward, Mayor

ATTEST:


Santa Claus, Councilman


Judy L. Binkley, North Pole City Clerk



North Pole Borough Assembly Representative Report

For the meeting of August 9, 2018

From Councilman Doug Isaacson

Notices:

1. The Badger Road Transfer Site will be down from August 13 – September 6-ish.
2. Mr. Williams, Chief of Staff, answered a citizen's question regarding maximizing the benefit of using credit cards to provide mileage for staff trips. He stated that they are leaning toward cards that provide cash back, as the cash is worth more than the air miles.
3. Fairbanks Mayor Jim Matherly reported that FMATS is in the process of going private and will have a new name: FAST Planning. FAST is the acronym for: Fairbanks Area Surface Transportation.
4. School Report: School is starting, if you want to learn where the busses will stop in your neighborhood or for your children, go to www.K12northstar.org/transportation, select Route Information, search by school.

Reconsiderations:

1. Ordinance 2018-07: Lease of Borough Land. The Assembly voted for reconsideration and will take it up again on the meeting of August 23, 2018 for the purpose of discussing bidding and notification requirements. I've not read the entire ordinance and am not sure to which extent, if any, it affects the City or City residents.
2. Ordinance 2018-12: regarding Urban Livestock. The Assembly voted for reconsideration and amended the ordinance to allow up to 2 qualified adult animals and their offspring up to 8 months.

Ordinances introduced with possible affects to North Pole:

Ordinance 2018-14: Eliminate Five Fire Service Commissions and Create a Fire and Emergency Medical Services Commission. After unanimous public testimony against this ordinance, it was referred to an Assembly work session with the Mayor, and Fire Area Service Commissioners, Chiefs, and Contractors (which I take to mean the NPFD which provides EMS services to the FNSB) as soon as practicable with concurrence with the Presiding Officer.

Respectfully submitted,

DI

**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

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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.

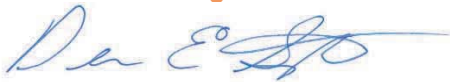
A worksheet showing the development and assumptions inherent in this fee is attached. The project will be invoiced monthly.

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

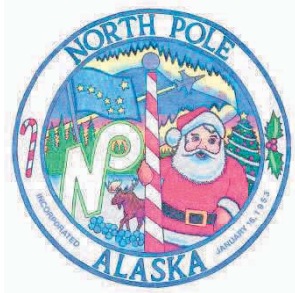
Phone: 907-343-5260
Fax: 907-258-4653
dean.syta@stantec.com

Attachment: As indicated
c. file

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

Design with community in mind

		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/QC50% 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.

**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](#).~~

12.03.100 Enforcement.

- A. The City Mayor, Police Chief or designated representatives are authorized to enforce the provisions of this chapter.
- B. Any person may file a complaint under this chapter with the Mayor or Police Chief and request enforcement of the alleged violation.

12.03.110 Violations and penalties.

- A. A person 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.
- B. Each day the violation continues constitutes a new violation.
- C. Fines for violations are separate from and in addition to all other remedies authorized by law or equity.

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~~ other delivery vehicles 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.~~

12.04.100 Enforcement.

- A. The City Mayor, Police Chief or designated representatives are authorized to enforce the provisions of this chapter.
- B. Any person may file a complaint under this chapter with the Mayor or Police Chief and request enforcement of the alleged violation.

12.04.110 Violations and penalties.

- A. A person 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.
- B. Each day the violation continues constitutes a new violation.
- C. Fines for violations are separate from and in addition to all other remedies authorized by law or equity.

12.04.120 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 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 authorized representative~~ the
Mayor's designee. 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~~ the Mayor's designee, 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 authorized representative~~ the Mayor's designee.

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 authorized representative~~ the Mayor's designee.
- 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 authorized representative~~ the Mayor's designee.
- 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 authorized~~
81 ~~representative~~ the Mayor's designee, a penalty shall be charged the contractor whenever
82 the time that an excavation remains open or the street has not been restored to its original
83 or better condition exceeds the maximum allowed in the following schedule. The
84 contractor must formally petition the Mayor or ~~his/her authorized representative~~ the
85 Mayor's designee in writing explicitly explaining the reason for their request to waive the
86 charges assessed for not restoring the road to its original condition within the authorized
87 period. Waiving assessed penalties is 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 authorized representative~~ the Mayor's designee are unreasonable, he may appeal
94 to the City Council by a letter directed to the Mayor within five days after the charges
95 have been 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.

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.

12.08.100 Enforcement.

- A. The City Mayor, Police Chief or designated representatives are authorized to enforce the provisions of this chapter.
- B. Any person may file a complaint under this chapter with the Mayor or Police Chief and request enforcement of the alleged violation.

12.08.110 Violations and penalties.

- A. A person 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.
- B. Each day the violation continues constitutes a new violation.
- C. Fines for violations are separate from and in addition to all other remedies authorized by law or equity.

12.08.120 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 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 the Mayor's designee 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 the Mayor's designee 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.

12.12.100 Enforcement.

- A. The City Mayor, Police Chief or designated representatives are authorized to enforce the provisions of this chapter.
B. Any person may file a complaint under this chapter with the Mayor or Police Chief and request enforcement of the alleged violation.

12.12.110 Violations and penalties.

- A. A person 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.
B. Each day the violation continues constitutes a new violation.
C. Fines for violations are separate from and in addition to all other remedies authorized by law or equity.

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:

**CITY OF NORTH POLE
ORDINANCE NO. 18-21**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING SECTION
4.19 PROPERTY DISPOSAL**

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

WHEREAS: Section 4.19 of the Municipal Code states that “The City Council may grant or devote real property no longer held for public purpose to the United States, the State, a local subdivision of the State, or an agency of any of these governments, for consideration agreed upon between the City and the grantee, without a public sale, if the grant or devotion is advantageous to the City.” and;

WHEREAS: in Resolution 16-09 (see attached) the City Council approved donating the building and land at 101 East 5th Avenue to the Santa’s Senior Center Corporation, Inc.; and

WHEREAS: the Santa’s Senior Center Corporation, Inc. is not “United States, the State, a local subdivision of the State, or an agency of any of these governments,” but is an Alaska Non-Profit Organization (see attached article so incorporation), and

WHEREAS: the North Pole Municipal Code needs to be amended to make possible donation of the building and land to the Senior Center to fulfill the intent of Resolution 16-09.

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 Ordinance.

Section 2. Chapter 4.19, Section 4.19.010 (F) is amended in the North Pole Code of Ordinances as follows by inserting the text underlined, and removing the lines that have been ~~stricken~~:

4.19.010 Disposal of City owned real or personal property.

(F) The City Council may grant or devote real property no longer held for public purpose to the United States, the State, a local subdivision of the State, ~~or~~ an agency of any of these governments, or a federally recognized 501(c)(3) non-profit organization or State of Alaska certified Alaska Nonprofit Corporation for consideration agreed upon between the City and the grantee, without a public sale, if the grant or devotion is advantageous to the City.

Section 3. Effective date.

This ordinance shall become effective upon passage.

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

Bryce J. Ward, Mayor

ATTEST:

Judy L. Binkley, North Pole City Clerk

PASSED/FAILED

Yes:

No:

Absent:

CITY OF NORTH POLE

RESOLUTION 16-09

A RESOLUTION FOR THE CITY OF NORTH POLE TO CONDITIONALLY DONATE THE BUILDING AND LAND AT 101 EAST 5TH AVENUE, LOT 20, BLOCK 31 OF THE DAVIS SUBDIVISION TO THE SANTA'S SENIOR CENTER, A 501(C)(3), TO SATISFY THE MATCHING REQUIREMENT OF A COMMUNITY DEVELOPMENT BLOCK GRANT THAT WILL BE USED TO RENOVATE THE BUILDING AND GROUNDS WHERE TRANSFER OF OWNERSHIP OF THE PROPERTY IS CONTINGENT UPON AWARD OF THE GRANT; SUCCESSFUL COMPLETION OF THE RENOVATIONS; AND SATISFYING ALL REQUIREMENTS OF THE FUNDING AGENCY IN THE GRANT AWARD

WHEREAS: the City of North Pole is the owner of the land and building located at 101 East 5th Avenue, Lot 20, Block 31 of the Davis Subdivision; and

WHEREAS: the Santa's Senior Center is a federally recognized 501(c)(3), non-profit organization; and

WHEREAS: the City rents the property to the Santa's Senior Center for a nominal fee of \$10 per year for the purpose of operating a senior center; and

WHEREAS: the City's lease with the Center requires the Center to be responsible for all operational and management costs responsible for operating the Center; and

WHEREAS: the building and grounds at 101 East 5th Avenue are in need of significant rehabilitation and neither the Center nor the City have the funds available to finance the needed renovations; and

WHEREAS: a federally-funded Community Development Block Grant (CDBG) is a feasible mechanism to finance the needed renovations at the Center because senior citizens are a pre-qualified eligible population for the purposes of a CDBG application; and

WHEREAS: to be competitive a CDBG requires a minimum of a 25 percent match that can be in the form of cash or in-kind contributions; and

WHEREAS: the donation of the property at 101 East 5th Avenue is a viable mechanism to satisfy the CDBG matching requirement; and

NOW, THEREFORE, BE IT RESOLVED by the North Pole City Council of the City of North Pole will contribute the city-owned property at 101 East 5th Avenue to satisfy the matching requirement of a Community Development Block Grant that will be used to rehabilitate the building and grounds at 101 East 5th Avenue where transfer of ownership of the property from the City to the Center to can occur only after receipt of a CDBG; successful completion of the

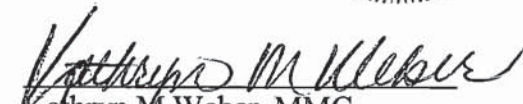
renovations approved in the grant award; and satisfying all requirements stipulated by the
funding agency in the grant award.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this
19th day of September, 2016.




Bryce J. Ward, Mayor

ATTEST:


Kathryn M Weber, MMC
North Pole City Clerk

PASSED

Yes: 6 – McGhee, McCarthy, Smith, Claus, Holm, Ward

No: 0

Absent: 0

Alaska Entity #: 34864D

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

**CERTIFICATE
RESTATED ARTICLES
Nonprofit Corporation**

THE UNDERSIGNED, as Commissioner of Commerce, Community, and Economic Development of the State of Alaska, hereby certifies that Restated Articles of Incorporation, duly signed and verified pursuant to the provisions of Alaska Statutes, have been received in this office and have been found to conform to law.

ACCORDINGLY, the undersigned, as Commissioner of Commerce, Community and Economic Development, and by virtue of the authority vested in me by law, hereby issues this certificate to

Santa's Senior Center Corporation, Inc.

and attaches hereto the original copy of the Restated Articles of Incorporation.



IN TESTIMONY WHEREOF, I execute this certificate and affix the Great Seal of the State of Alaska on January 8, 2010.

Emil Notti

Emil Notti
Commissioner

SANTA'S SENIOR CENTER CORPORATION, INC.

An Alaska Nonprofit Corporation

RESTATED ARTICLES OF INCORPORATION

The Board of Directors of Santa's Senior Center Corporation, Inc., acting on behalf of corporation under the Alaska Nonprofit Corporation Act, AS 10.20, adopts the following Restated Articles of Incorporation for such corporation, pursuant to AS 10.20.196.

ARTICLE I

The Corporation shall be known as Santa's Senior Center Corporation, Inc.

ARTICLE II

The period of its duration is perpetual.

State of Alaska
Filing Changes 3 Page(s)

ARTICLE III

The purposes of the Corporation shall be as follows

(a) To develop and maintain an active senior citizen program in the North Pole area that creates an atmosphere, provides opportunities and encourages older adults to use their skills, develop their potential and continue their involvement in the community; to promote independent living for senior adults so as to maintain their visibility and contributions within the community.

(b) To create senior programs that will be inviting, enjoyable and will include nutrition, recreational activities, entertainment, educational, informational programs, health and welfare programs, designed to overcome the patterns of isolation and depression. These programs shall be offered to senior citizens aged fifty (50) years and older living in the North Pole area and provided at a location to be set by the Board of Directors of the Corporation and will also include lectures, discussions, art and other social opportunities.

(c) To serve as a focal point for senior services by providing transportation, outreach, information and assistance, by coordination and scheduling cooperating agency services and programs.

(d) To develop volunteer opportunities for individuals interested in any aspect of the program.

This Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Alaska Nonprofit Corporation Act for public and charitable purposes. The Corporation is organized exclusively for religious, charitable, scientific, literary and educational purposes within the meaning of §501(c)(3) of the Internal Revenue Code of 1986, as now in effect or as may hereafter be amended (the "Code").

In furtherance thereof, the Corporation may receive property by gift, devise or bequest, invest or reinvest the same, and apply the income and principal thereof, as the Board of Directors may from time to time determine, either directly or through contributions to any charitable organization or organizations, exclusively for religious, charitable, scientific, literary or educational purposes, and engage in any lawful act or activity for which corporations may be organized under the Alaska Nonprofit Corporation Act.

In furtherance of its corporate purposes, the Corporation shall have all the general powers enumerated in AS 10.20.011 of the Alaska Nonprofit Corporation Act, as now in effect or as may hereafter be amended, together with the power to solicit grants and contributions for such purposes.

ARTICLE IV

The Corporation shall have the number of directors set forth in the By-Laws.

ARTICLE V

The Corporation shall be a membership corporation, and the membership shall be as provided for in the By-Laws.

ARTICLE VI

Notwithstanding any other provision of these Articles of Incorporation, the Corporation shall not directly or indirectly carry on any activity which would prevent it from obtaining exemption from Federal income taxation as a corporation described in §501(c)(3) of the Code, or cause it to lose such exempt status, or carry on any activity not permitted to be carried on by a corporation, contributions to which are deductible under §170(c)(2) of the Code.

ARTICLE VII

The property of the Corporation is irrevocably dedicated to charitable, scientific, religious, literary and educational purposes meeting the requirements for exemption under §501(c)(3) of the Code. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to any director or officer of the Corporation, or any other private person, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered to or for the Corporation and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

In the event of dissolution or final liquidation of the Corporation, all of the remaining assets and property of the Corporation shall, after paying or making provision for the payment of all of the liabilities and obligations of the Corporation and for necessary expenses thereof, be distributed to such organization or organizations organized and operated exclusively for charitable or educational purposes meeting the requirements for exemption under §501(c)(3) of the Code as the Board of Directors shall determine. In no event shall any of such assets or property be distributed to any director or officer, or any private individual. Upon the dissolution of Santa's Senior Center Corporation, Inc. the disposition of net proceeds from charitable gaming conducted under AS 05.15 will go to a permittee, other than a multiple-beneficiary permittee.

ARTICLE VIII

The board of directors may indemnify a director, officer or former director or officer of the corporation, or a person who has served at its request as a director or officer of another corporation in which it owns shares of capital stock or of which it is a creditor, against expenses actually and reasonably incurred by that person in connection with the defense of any action, suit or proceeding, civil or criminal, in which that person is made a party by reason of being or having been a director or officer, except in relation to matters in which that person was adjudged, in the action, suit or proceeding, to be liable for negligence or misconduct in the performance of corporate duties and

make any other indemnification authorized by the By-Laws.

ARTICLE IX

The directors of the corporation shall not be personally liable to the Corporation for monetary damages for the breach of fiduciary duty as a director. This does not eliminate or limit the liability of a director for (1) a breach of a director's duty of loyalty to the corporation; (2) acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law; or (3) a transaction from which the director derives an improper personal benefit.

DATED at Fairbanks, Alaska this 16th day of December, 2009.

Lynette Bergh, President
Lynette Bergh, President

Patricia A. Thurman
Patricia A. Thurman, Secretary

VERIFICATION

We, the President and Secretary of Santa's Senior Center Corporation, Inc., hereby verify as follows:

A. The Restated Articles of Incorporation were presented to the Board of Directors on the 9th day of December, 2009 at a regular meeting of the Board and were unanimously approved by the directors in office at that meeting; and

B. The Restated Articles of Incorporation were presented to the Members at a special meeting on the 16th day of December, 2009, duly called for that purpose and for which a quorum was presented and passed by a two-thirds' vote, to wit: 22 in favor, 1 opposed;

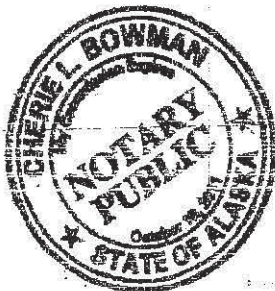
B. These Restated Articles correctly set forth the provisions of the Articles being amended and also correctly set forth the provisions of those Articles not amended.

C. This instrument supersedes the original Articles (filed for record on January 30, 1985) and the amendment to the original Articles (filed for record on August 4, 2008).

Lynette Bergh, President
Lynette Bergh, President

Patricia A. Thurman
Patricia A. Thurman, Secretary

SUBSCRIBED AND SWORN to before me this 16th day of December, 2009.



Cherie L. Bowman
Notary Public in and for Alaska
My commission expires: October 18, 2011

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

City of North Pole
Director of City Services

Memo

To: North Pole City Council
From: William Butler
Date: August 15, 2018
Subject: Renewal of Snow Plowing contract with Hubbard Excavation

RECOMMENDATION

Accept the request from Hubbard Excavation to extend the snow removal contract for a second year for the period October 1, 2018 to September 30, 2019 as is permitted in the original contract. In addition, approve an increase of \$200 per city-wide snow removal from \$8,800 to \$9,000. The new contract will include approximately 1,400 feet of new two-lane road. Hubbard Excavation is not requesting increases in any other of the agreed upon rates in the 2017-2018 Snow Removal contract that will carry forward to the 2018-19 contract. (See attached memo to City Council recommending Hubbard Excavation for the 2017-18 Snow Removal contract for last year's contract rates.)

BACKGROUND

The contract for snow plowing includes a clause that allows the City to renew the contract for up to two additional years in one-year increments. The contract permits the contractor to request a modification in the contract price to reflect changes in their costs. Hubbard's \$200 increase is only a 2.3% increase. As a comparison, the previous snowplow contractor's per event snow plow charge in 2016-17 was \$9,500.

There is presently \$14,650 remaining in the 2018 Public Works budget for snow removal through December 31, 2018. The remaining 2018 snow plow budget is sufficient to fund 1.6 city-wide snow plowings. Should there be a need for more than one city-wide snowplowing, Public Works will need to request a budget transfer. The current proposed 2019 Public Works snow removal budget as of this recommendation is to increase the budget by \$9,000 from \$72,000 approved for 2018 to \$81,000—sufficient funds for nine city-wide snow plowings in 2019.

The period of the current contract is October 1, 2017 to September 30, 2018. The contract amendment will extend the contract from October 1, 2018 through September 30, 2019 and will require a new bond, proof of insurance and a new City business license in 2019. Rebidding the contract would require a minimum of two weeks. The cost to rebid the contract would be approximately \$500 for advertising expenses. There is no guarantee the City would receive a lower cost bid. In addition, it

typically takes one season for a snowplow contractor to familiarize themselves with the City's streets—contracting with a new contractor requires a “breaking-in” period.

During the 2017-18 snow removal contract, Hubbard has been a responsive and reliable contractor and he has performed well. The City has received few resident complaints related to Hubbard's snow plowing. Hubbard is a business located within the City of North Pole and he is able to respond quickly to call-outs to plow the City's streets and for special snow plowing requests.

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bill@northpolealaska.com

City of North Pole
Director of City Services

Memo

To: North Pole City Council
From: William Butler
Date: September 26, 20156
Subject: Recommendation to accept Hubbard Excavation's bid to be the 2017-2018 snow removal contractor

RECOMMENDATION

Accept Hubbard Excavation's bid for the 2017-2018 snow removal contract. Should Hubbard Excavation not be able to satisfy the requirements to fulfill and contract, award the 2017-2018 Snow Removal contract to Hawks Enterprises.

BACKGROUND

The City received two bids for the 2017-2018 snow removal bid:

Bidder name	Citywide snow removal	Citywide hardpack removal	Hourly call-out rate: 8-hour notice	Hourly call-out rate: less than 8-hour notice
Hubbard Excavation	\$8,800	\$13,200	\$200	\$250
Hawks Enterprises	\$10,000	\$10,000	\$300	\$400

Both bidders' bids satisfied the invitation to bid's minimum requirements. Based upon the Municipal Code, for Request for Bids, the contract should be awarded to the lowest responsive bidder.

4.16.40 Competitive sealed bidding; Competitive Sealed Bidding; Section 7:

"The contract shall be awarded with responsible promptness by written notice to the lowest responsible and responsive bidder whose bid meets the requirement and criteria set forth in the invitation for bids."

As of September 26, there was \$36,000 remaining in the Public Works 2017 budget for snow plowing through December 31, 2017. Hubbard's bid would allow four citywide plowings through December 31, 2017. The proposed snow plowing budget for 2018 is \$72,000, the same amount as in the 2017 budget