



CITY OF NORTH POLE
Regular Meeting September 17, 2018
North Pole Council Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, September 17, 2018
Committee of the Whole: 6:30 p.m.
Regular City Council Meeting – 7:00 p.m.

MAYOR

Bryce Ward
888-4444

CITY CLERK

Judy Binkley
488-8583

COUNCIL MEMBERS

Avery Thompson – Mayor Pro Tem	388-5351
David Skippis – Deputy Mayor Pro Tem	750-5106
Aino Welch – Alt Dep Mayor Pro Tem	488-5834
Santa Claus	388-3836
Doug Isaacson	322-3133
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**
- 7. Council Member Questions of the Mayor**
- 8. Communications from Department Heads, Borough Representative and the City Clerk**
- 9. Ongoing Projects Report**
- 10. Citizens Comments (Limited to Five (5) minutes per Citizen)**

11. Old Business

12. New Business

- a. Request to Approve the MPO Operating Agreement.
- b. Approval Request to Extend the Heating Fuel Contract for the Period January 1 Through December 31, 2019 with Alaska Fuel Services at the Same Terms as the 2018 Contract.
- c. Ordinance 18-22, An Ordinance of the City of North Pole, Alaska to Amend the 2018 Operating Budget.

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 Tuesday, September 4, 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 Tuesday, September 4, 2018 to order at 7:00 p.m.

There were present:

Avery Thompson – Mayor Pro Tem
David Skipps – Deputy Mayor Pro Tem
Aino Welch – Alt Dep Mayor Pro Tem
Santa Claus
Doug Isaacson
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 September 4, 2018*

Seconded by Mr. Skipps

DISCUSSION

None

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

Old Business:

- a. Ordinance 18-21, An Ordinance of the North Pole City Council Amending Section 4.19 Property Disposal.

and removing the following item:

New Business:

- b.** Request to Approve the MPO Operating Agreement.

Seconded by Mr. Skipps

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 August 20, 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 3:21)

- I hope everyone had a great Labor Day on Monday. Thank you to our nation's labor force and for those who stand up for workers' rights and equality.
- FMATS (Fairbanks Metropolitan Area Transportation Systems) is in the process of transitioning to a non-profit organization. The new organization, FAST (Fairbanks Area Surface Transportation) Planning will require a new agreement with the City of North Pole and should be ready by the next meeting. FAST Planning has been a critical component of the City's infrastructure repair and improvement program.
- The Interior Housing Task Force met for the first time in North Pole last week. We toured several building sites and development sites in the City of North Pole. The task force has been formed to initially address the housing need stemming from the increase in personnel at Eielson AFB from the expanded mission. However, the need for analysis and work on appraisals, energy efficiency and quality has lead the group to some new innovative ideas on how to look at housing as a component to our economy. I look forward to working with the group further this fall.
- Childhood Cancer Awareness Month Proclamation.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Dept., Chief Dutra (Audio 8:27)

- September 11, NPPD staff, including myself, will be doing a September 11th Food Bank outreach. We will be participating in packing 500 food bags and bringing 100 of them back to NPPD for distribution in our community. Super excited to be a part of this September 11, 2018 launch of 365 days of caring event.
- I assisted the Food Bank last week with their ALiCE presentation to Health Fair staffing mostly nurses. I conducted a 2 hour presentation to a group of 18 folks. Great feedback and super thankful for our help. We will get ALiCE out to the community one presentation at a time.
- We are in the final steps of a 100% evidence audit. I want to thank Rachel Wing and Lt. Lindhag for their incredible effort on this. It is a monumental task covering decades and thousands of items in thousands of cases.
- I have reached out to Degerlund Engineering for a quote on the survey work for the impound lot.
- I attended FPD's Dep. Chief Brad Johnson's retirement party at FPD. He will be missed.
- I, as well as the department have completed our annual PT tests. I surpassed the minimum standards we have set for our recruits. A little background, we require everyone to complete these once a year.

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- Met with local FBI agents last week and we all agree we have a great relationship between agencies. They are an invaluable resource and we are glad to have these folks there to support us.
- Stats for July and August – fairly slow, nothing of significance. Nice to see our town is quiet.
- Sgt. Stevenson and Det. Gibson are back on duty.
- Two prior LEO's are in backgrounds – will keep you posted.
- Couple of officer safety advisements for folks near our City have come out. Officers advised to be even more cautious.

Fire Dept., Deputy Chief Heineken (Audio 13:19)

- Captain Haywood organized the North Pole portion of the Fill-the-Boot campaign this year that was held on August 25th. North Star Volunteer Fire Department teamed up with the North Pole Fire Department as they always do to help collect \$5090.00 for Muscular Dystrophy.
- New airpicks are now in service on all of our apparatus.
- Chief Coon will be attending the 2018 Alaska State Fire Conference. He will be attending training classes and participating as a State Chief Board Member at meetings.
- Deputy Chief Heineken was accepted to the National Fire Academy “Fire Service Financial Management Class.” The class will be held for two weeks in November.
- With school starting back up, Deputy Chief Heineken met with the principals of the four schools that are inside the City. The Fire Department will be working with them this year to conduct the required fire evacuation drills at each of the schools.
- FF-1 class starts this weekend, September 8th and will finish up December 1st. This is a joint class with NSVFD and UAF/CTC. The class is very large this year with a predicted number of 30 students.
- Michelle is working with Laserfiche to electronically store some of our fire, EMS, and training records.
- FD budget looks good and we are expecting to be under budget in several areas. It would be good to transfer any under budget funds into the fleet replacement fund as we are expecting to spend everything in the fund to replace an ambulance this year.
- Maintenance Report: Squad 24 (1993 Chevy Brush Truck) is undergoing extensive brake repairs. The majority of the repair is complete and we are waiting for parts to arrive to complete the repairs.
- Chief Coon has been compiling information on what similar cities put away for capital replacement and should have more to report at a later time.

Finance, Tricia Fogarty (Audio 20:41)

- Last week Melanie and I attended a user group conference in Kenai. They showed us a lot of new things that they are working on implementing starting in November. A lot of things are geared towards going paperless, such as putting the budget online.

Director of City Services, Bill Butler

None

Borough Representative

None

City Clerk's Office, Judy Binkley (Audio 22:19)

- We are now less than a month away from the election. The Notice of Election along with the sample ballot was published in the newspaper this past weekend.
- We will have in-person absentee voting here at City Hall by September 17th. We hope to get the ballots soon but they need to be tested before we use them.
- Ms. Hedding was scheduled to attend the Borough Assembly meetings of 9/27 and 10/25. If anyone is able to take her place, please let me know. **Mr. Thompson** asked if an email could be sent to Council and **Mr. Isaacson** asked if the complete meeting schedule could also be sent. City Clerk Binkley replied she would send the email and include the meeting schedule.

ONGOING PROJECTS

None

CITIZENS COMMENTS – (Limited to Five (5) minutes per Citizen) (Audio 23:50)

- **John Hankins**, 2054 Peridot Street: Spoke about his concern for the way the construction company that did the work on the road burying the pipe have failed to replenish the ditch that was in front of his house. The second driveway has also not been replaced. **Mayor Ward** asked if Mr. Hankins spoke with any of the engineers. Mr. Hankins replied that he hasn't spoken to any of the engineers. He did speak with Dale, the project manager who said they would put it back as good or better, but the ditch and driveway have not been put back.

OLD BUSINESS

Consented

Public Comment

None

NEW BUSINESS

APPROVAL REQUEST FOR THE ELECTION JUDGES AND CANVASS BOARD MEMBERS FOR THE OCTOBER 2, 2018 REGULAR MUNICIPAL ELECTION. (Audio 34:47)

Mayor Ward introduced the request.

Public Comment

None

Mr. Thompson *moved to approve the Request for the Election Judges and Canvass Board Members for the October 2, 2018 Regular Municipal Election.*

Seconded by Ms. Welch

Discussion (Audio 35:57)

Mr. Isaacson recognized the individuals that step up to play a very important part. They have very long days and we really appreciate them.

Mayor Ward read the names of the election judges and canvass board members into the record. Barbara Sevier, Dianne Doody, Agnes Beavers, Alma Terry Huisman, Jo Small, Patricia Runnion, Sharon Kubacki, Bev Higdon, Deanna Morris, Marjorie Casort, Ramona Reeves, Nancy Dreydoppel, and Carolyn Mustard. Thank you for your service.

PASSED

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

No: 0

Absent: 0

COUNCIL COMMENTS

None

Mr. Thompson *moved to adjourn the meeting at 7:40 p.m.*

Seconded by Mr. Isaacson

The regular meeting of Tuesday, September 4, 2018 adjourned at 7:41 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, September 17, 2018.

Bryce J. Ward, Mayor

ATTEST:

Judy Binkley, North Pole City Clerk

Draft

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: Bill Butler
Date: September 6, 2018
Subject: Extend the heating fuel contract for the period January 1 through December 31, 2019 with Alaska Fuel Services at the same terms as the 2018 contract.

Recommendation:

Extend Alaska Fuel Services' contract to deliver heating fuel in 2019 at same rate over the rack charge as in the 2017 and 2018 contracts--\$0.059 (5.9 cents) per gallon for both heating fuel #1 and #2.

Background.

In 2017, the invitation for heating fuel bids included an option to extend a contract up to two individual years if acceptable terms could be agreed upon by both parties. The intention of including this option was to help reduce the cost of bidding and to reduce the disruptions that occasionally occur when switching to a new fuel oil provider each year. Some of the issues that have occurred in previous years include the new provider not knowing the location of fuel tanks and missing initial deliveries in the midst of the heating season and on one occasion the previous contractor kept delivering fuel after their contract had expired.

In 2017 and 2018, Alaska Fuel Services contracts were to deliver heating fuel for \$0.059 (5.9 cents) over the rack charge for both heating fuel #1 and #2. Alaska Fuel Services has agreed to provide the same terms to the City for 2019 (January 1 through December 31, 2019).

Alaska Fuel Services delivery drivers know the location of all of our fuel tanks. They have also been prompt in notifying the City when the rack price changes as is required in the contract.

**CITY OF NORTH POLE
ORDINANCE NO. 18-22**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA
TO AMEND THE 2018 OPERATING BUDGET**

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

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

WHEREAS, adjustment in the budget are necessary to remain compliant with council approved authorizations and budget management rules, and

WHEREAS, fiscal notes are the method prescribed by the code to amend a budget; and,

WHEREAS, fiscal notes have been reviewed by the Accountant and Mayor for accuracy and will be recorded as amendments to the budget upon approval,

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole that it approves changes as listed in the fiscal note to be attached to this ordinance for the purpose managing the City budget.

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

Section. Effective date.

This ordinance shall become effective immediately upon passage.

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

Bryce J. Ward, Mayor

ATTEST:

Judy L. Binkley, North Pole City Clerk

PASSED/FAILED
Yes:
No:
Absent:

City of North Pole, Alaska

Fiscal Note

Fiscal Year: 2018 **Ordinance#:** 18-22

Abbreviated Title: An Ordinance of the City of North Pole, To Amend 2018 Operating Budget

Originator/ Sponsor Name Mayor Ward/ Tricia Fogarty **Date:** September 17, 2018

Does the Ordinance Have a multiyear fiscal impact? Yes No

Does the Ordinance add positions beyond the Budget? Yes No

If yes, how many position? -0- **If yes, what type of Position?** _____
 F- Full Time, P- Part time, T- Temporary

Financial Detail

FUND	Account Description	Account Number	Debits	Credits
01 - Gen	Wages - Full Time	01-51-1-001	21,000.00	
01 - Gen	PERS	01-51-1-004	3,700.00	
01 - Gen	IT Services	01-52-2-220	2,560.00	
01 Gen	State Shared Taxes	01-00-3-315	930.00	
01 - Gen	Alcohol Tax	01-00-3-300	3,255.74	
01 - Gen	State Revenue Sharing	01-00-7-725		29,345.74
01 - Gen	Fire Department Revenue	01-00-9-900		2,100.00
	Total		31,445.74	31,445.74

SUMMARY: (Briefly describe the proposed alterations to the budget and why they are needed)

Increase 2018 budget to reflect projected expenses for administration full time wages, PERS & IT Services. Decrease state shared taxes, alcohol taxes and Increase state revenue sharing to reflect actual amount received.

Prepared by: Tricia Fogarty, Chief Financial Officer **Date:** Sep 10, 2018

City Accountant Approval: *Tricia Fogarty* **Date:** Sep 11, 2018

NOTE- Fiscal Notes are amendments to the budget, once approved

City of North Pole, Alaska

Fiscal Note

Fiscal Year: 2018 **Ordinance#:** 18-22

Abbreviated Title: An Ordinance of the City of North Pole, To Amend 2018 Operating Budget

Originator/ Sponsor Name Mayor Ward/ Chief Coon **Date:** September 17, 2018

Does the Ordinance Have a multiyear fiscal impact? Yes No

Does the Ordinance add positions beyond the Budget? Yes No

If yes, how many position? -0- **If yes, what type of Position?** _____
 F- Full Time, P- Part time, T- Temporary

Financial Detail

FUND	Account Description	Account Number	Debits	Credits
01 - Gen	Travel & Training	01-54-5-505	4,000.00	
01 - Gen	Building Maintenance	01-54-7-700	5,000.00	
01 - Gen	Office Equipment & Supplies	01-54-3-335	700.00	
01 - Gen	Insurance	01-54-2-215		9,700.00
01 - Gen	Vehicle Maintenance	01-54-6-610	10,000.00	
01 - Gen	Uniforms	01-54-3-345	3,000.00	
01 - Gen	Wages - Full Time	01-54-1-001		13,000.00
	Total		22,700.00	22,700.00

SUMMARY: (Briefly describe the proposed alterations to the budget and why they are needed)

Prepared by: Tricia Fogarty, Chief Financial Officer **Date:** Sep 10, 2018

City Accountant Approval: *Tricia Fogarty* **Date:** Sep 11, 2018

NOTE- Fiscal Notes are amendments to the budget, once approved

Memo



To: Tricia
 From: Geoff Coon
 Date: 08/23/2018
 Re: Fiscal note

Transfer into:	From:
01-54-5-505 Travel & Training \$4000.00 Expected overrun for Maintaining certifications	01-54-2-215 Insurance
01-54-7-700 Building Maintenance \$5000.00 Continue LED replacement project	01-54-2-215 Insurance
01-54-3-335 Office Equip & Supplies \$700.00 Laserfiche scanner and printing projects	01-54-2-215 Insurance
01-54-6-610 Vehicle Maintenance \$10000.00 S-24 pump, C-21 oil leak/low power	01-54-1-001 Wages
01-54-3-345 Uniforms \$3000.00 One set of Bunker Gear	01-54-1-001 Wages

Budget transfer

Transfer into:	From:
01-54-2-235 Professional Services \$2240.00 Dumpster service	01-54-2-215 Insurance
01-00-9-900 Fire Dept Revenue Medic service at Moto Cross	Increase from \$3500.00 to \$5600.00