



CITY OF NORTH POLE
Regular Meeting May 06, 2019
North Pole Council Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, May 06, 2019
Committee of the Whole: 6:00 p.m.
Regular City Council Meeting – 7:00 p.m.

MAYOR

Michael Welch
488-8584

CITY CLERK

Judy Binkley
488-8583

COUNCIL MEMBERS

Doug Isaacson – Mayor Pro Tem	322-3133
Avery Thompson – Deputy Mayor Pro Tem	388-5351
Perry Walley – Alt Dep Mayor Pro Tem	347-0135
DeJohn Cromer	347-2808
Aino Welch	488-5834
David Skippis	750-5106

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**
 - a. April 15, 2019
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

- a. RECONSIDERATION: Ordinance 19-07, An Ordinance of the City of North Pole, Alaska to Amend Title 2, Administration and Personnel Chapter 36 Personnel System, Section 470 Regarding Pay.

12. New Business

- a. Consideration to Approve the Salary Increases for Paul Trissel and James Donovan Related to Expanded Responsibilities for the Water System Expansion Project.
- b. Consideration to Approve the Contract for Bill Butler to Administer the Moose Creek Expansion Project.
- c. Consideration to Approve the Stipend for Judy Binkley When Needed to Process Payroll.

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, April 15, 2019 in the Council Chambers of City Hall, 125 Snowman Lane, North Pole, Alaska.

CALL TO ORDER/ROLL CALL

Mayor Welch called the regular City Council meeting of Monday, April 15, 2019 to order at 7:00 p.m.

There were present:

Doug Isaacson – Mayor Pro Tem
Avery Thompson – Deputy Mayor Pro Tem
Perry Walley – Alt Dep Mayor Pro Tem
DeJohn Cromer
Aino Welch
David Skipps
Mayor Welch

Absent/Excused

Excused

Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Welch

INVOCATION

Invocation was given by Mr. Walley

APPROVAL OF AGENDA

Mr. Isaacson moved to approve the agenda of April 15, 2019

Seconded by Ms. Welch

DISCUSSION

Mr. Isaacson moved to consent the following items:

New Business:

- b. Request to Approve the 2019 Committees.

Seconded by Mr. Cromer

Discussion

None

On the amendment

PASSED

Yes: 5 – Isaacson, Cromer, Walley, Welch, Welch

No: 0

Absent: 2 – Skipps, Thompson

On the Agenda as amended

Discussion

None

PASSED

Yes: 5 – Isaacson, Cromer, Walley, Welch, Welch

No: 0

Absent: 2 – Skipps, Thompson

APPROVAL OF MINUTES

Mr. Isaacson moved to approve the Minutes of April 01, 2019

Seconded by Ms. Welch

Discussion

None

PASSED

Yes: 5 – Isaacson, Cromer, Walley, Welch, Welch

No: 0

Absent: 2 – Skipps, Thompson

COMMUNICATIONS FROM THE MAYOR (Audio Part 1 – 3:48)

- Proclamation: April 2019 Student of the Month – Donovan Caldwell.
- April 4 – CSG confer with Zane Wilson concerning executive session questions to reconsider Moose Creek Expansion considerations.
- April 5 – teleconference with AML concerning online sales tax. We will have a summer session in Wasilla June 5-7, 2019.
- April 10 – Alaska Shield 2019 Table Top Exercise Terrorism: Pneumonic Plague 1400-1700 hours at the FNSB Salcha Room.
- April 12 – Eielson AFB honorary installation into the 354th Fighter Wing of Mayors and Community Leaders.
- April 19 – Church of North Pole, 2244 Peridot (behind Little Richard's Diner): all North Pole City Council members and staff are invited by the Governor to attend his budget

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roadshow briefing. He will entertain a question-and-answer format. The briefing begins at 1400 and should end by 1515.

- We should meet with the Festival Committee no later than April 26 to lay out the plans for the 4th of July Parade and Festival.
- I expect to work with Chief Coon and his designee to identify the training that goes into his department, and how to update that in our OPM.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Director of City Services, Bill Butler (Audio Part 1 – 18:06)

Building Department

- 3 residential building permit applications submitted.
- Inquiry about building a charter school project on Hurst Road.

Public Works

- City-wide street sweeping conducted.
- Tom Blair is on leave for several weeks so we have hired a part-time employee to assist Cody.
 - Austin Heineken, a Fire Department over-hire.

Utility Department

- Sulfolane settlement.
 - Contractor continues water main installation in Zones 3 & 4.
 - Reported at last meeting about dewatering permitting was changed due to presences of PFAS compounds – no longer can dewater to surface water like gravel pits. ADEC has changed the compounds used to calculate PFAS exceedance level (less protective level). The effect on dewatering permitting is uncertain.
 - Flint Hills, who is managing the service line installation contract, has issued the contracts for signature to Exclusive Paving and Rolling Stone. We hope to begin installing service connections starting as early as April 22.
- Moose Creek Water System Expansion Project.
 - Amended cooperative agreement between US Army Corps of Engineers and City for complete engineering and design of water system extension to community of Moose Creek is before Council this evening for approval.

- Approval of the contract with PDC Engineers for the design of the Moose Creek Extension is before the Council for consideration this evening.

Natural Gas Utility Board

- IGU exercised its option to withdraw from the Memorandum of Understanding with Siemens to be a LNG provider.
 - As promised to the Council, I resigned from the IGU Board of Directors at the conclusion of the meeting to be able to focus more on the Moose Creek Project.
 - I fully supported the decision to terminate the MOU and I was the Board member that moved for the termination of the MOU.

Fire Dept., Chief Coon (Audio Part 1 – 29:24)

- We had two vehicles at Great North Auction this last weekend. Proceeds from this sale will go back into the fleet fund and the next expected purchase will be a ½ ton pickup to replace the Suburban.
 - Suburban \$2500
 - Ambulance \$7500
 - Minus fees -\$800
 - Total \$9200
- This year's open house will be May 18th from 10-4.
- Clean Up Day is May 11th. The Fire Department will have clean up bags.
- Burn Permits are required – they are available online at www.forestry.alaska.gov/burn
- Training:
 - Department members completed the class room portion of our annual wildland refresher.
 - EMT III has started and two of our live-ins are attending.
 - Fire Officer II has been rescheduled for next month.
- Maintenance Report:
 - New ambulance is here but it will still take a few days to get it in service.
 - The pump has been placed in the squad for the summer and department members have been out training on the new pump that was retrofitted last winter.
 - Preliminary work is being done on the specifications of a replacement vehicle for the Suburban.
 - The department will begin hose testing this month (weather permitting).
 - Repaired one garage bay door at a cost of \$1300. The total budgeted building maintenance is only \$8000. The FD is coming up on 40 years old and has some large maintenance expenses coming.
- **Mr. Isaacson** asked what happened to the garage door. Chief Coon replied that the springs needed to be replaced.
- **Mayor Welch** asked if the Fire Department will provide assistance with Cruising with Santa because that is on the same day as the Fire Department's open house. Chief Coon replied the Fire Department would be able to respond from the station if needed. There

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will be a lot of staff and volunteers that come in that day.

Finance, Tricia Fogarty (Audio Part 1 – 37:50)

- The temporary accounting assistant started and has been trained on some payroll, purchase orders, and back reconciliation.
- I accrued all the revenues for the preparation of the audit and we came in over what we budgeted for in all revenues except for tobacco.
- I am still doing some cleanup as far as things being paid out of the wrong accounts.
- I talked to our auditor, Gary Hutchinson, and he thinks we're still on a good schedule. We will probably be ready to turn over everything within the next couple of weeks. Once we do that, they'll start running their testing.
- I spoke with the IRS about a couple of issues. We had a problem with the 4th quarter of 2018. We sent in a schedule B with our 941 that was never processed. That has been processed now and I received a letter stating that all fees have been abated. The other problem we have had for a while was the 2015 W-2s and 941 quarterlies. That is still being reviewed.
- We had an audit for our general liability and we didn't have any issues and should be getting a report soon.
- Financials are on the dais for you this evening.
- **Ms. Welch** asked about the delinquent accounts and if there is more we can do to urge individuals to pay, such as foreclosing. Mr. Butler replied that that our goal is not to own property. We have shortened our process but it's not lightning fast so people have some time to deal with it. It's a serious effort to actually foreclose on someone.

Police Dept., Chief Dutra (Audio Part 1 – 45:41)

- We just received notice that we have been nominated once again for the Family Friendly Workplace award. I am always proud and humbled that the employees take the time to submit our department for this award.
- Early Friday morning at 0700 hours, I attended an award ceremony at Ryan Middle School. NPPD was given an award from Bright Futures 2019 Outstanding Government Partner from the FNSBSD signed by Dr. Gaborik.
- On Friday night, I attended the EAFB Honorary Commanders Ceremony where our fine Mayor was inducted as an honorary commander. I have been the honorary commander for the 354th Security Forces for over 6 years. I told Major Kennedy I was waiting for my GOLD pin as the longest serving HC.
- Last week on Wednesday and Friday, I attended the EOC AK Shield Exercise at the Borough EOC. We worked on creating PODS and helping with all the ancillary issues related to such a project. Pneumatic plague was our foe. I learned a lot about software and EOC operations. That was 10 hours of training.
- Thursday we are hosting the quarterly IPCC meeting here at City Hall. This is a chance for interior chiefs to get together and share notes and put faces with names.

- Department will be doing range quals this week in two separate groups. Using simunition rounds to get additional moving and shooting practice. Also conducted annual taser and DT training.
- We are working diligently on adding additional names to the Memorial Park wall. Mayor was supplied 8 names from Vietnam but we are having difficulties locating family.
- Our current server is having issues. Looking at quotes and options to replace \$4-5k or more depending on final design.
- I had my third and final Senate confirmation hearing on last Tuesday. Went well.
- Drug Take Back – April 27th between 10-2 at North Pole PD.
- **Ms. Welch** asked how you “win” and beat everyone else for Drug Take Back. Chief Dutra replied it is based on pounds.
- **Mr. Isaacson** asked if there was an update with the progress of the range. Chief Dutra replied he has not heard anything yet.

Borough Representative, Council Member Welch (Audio Part 1 – 53:02)

- There was the usual liquor licenses and new cultivation place for marijuana that was on the agenda.
- There was discussion about the regional emergency service.
- They are also looking at people having a 20 foot setback on their property lines for where they can build.
- They are updating their fine schedule much like we did previously.
- There was discussion about appropriating \$75,000 for the purchase of new election equipment.

City Clerk’s Office, Judy Binkley (Audio Part 1 – 58:59)

- I am continuing to work on the health insurance plan renewal. Mayor Welch and I had a call with the brokers last Monday afternoon. We established our timeline expectations and am hopeful we will have some information by the next Council meeting.
- We have 3 weeks before our next Council meeting. Keep in mind that our May meetings will be back-to-back as I will be at the IIMC (International Institute of Municipal Clerks) conference the 3rd week of May.

ONGOING PROJECTS (Audio Part 1 – 1:00:40)

- **Mr. Walley** noted that the Finance Committee will be meeting here in Council Chambers on the 18th at 2 p.m.

CITIZENS COMMENTS – (Limited to Five (5) minutes per Citizen) (Audio Part 1 – 1:02:20)

- **Dawn Murphy**, 2644 Diamond Street, North Pole – Spoke about Explore Fairbanks and provided a copy of the 2018 audit that was presented by Gary Hutchinson from KSH.

- **Thomas McGhee**, 1152 North Star Drive, North Pole – Spoke about items brought to his attention by residents: 1. Why wasn't a fiscal report on the budget item for the new hire for the temporary accountant's assistant brought before the Council? 2. You should review the audio tapes of your meetings. The last meeting in particular, you could hear the hostility towards the chief of the fire department so you should go over the audio to see how it appears to you. 3. A concern that came from Fairbanks, not North Pole, is that there already has been conversation about the two new entities and buildings coming to North Pole and how the property taxes from those entities will be able to afford the additional employment of five police officers for the police department.
- **Terry Huisman**, 4700 Rivers Street, North Pole – Spoke about Moose Creek. There are concerns because the Air Force has not informed Moose Creek residents that they contacted the City to draft a contract to provide water. Moose Creek already has water where homes have been hooked up to a water system either in the unit themselves, a large industrial unit, or have had 1800 gallon tanks put in and water delivered. The Air Force has promised water for the length of the building we have on our properties, whether it's 80 or 100 years. Moose Creek residents need to be informed about what is happening.
- **Steve Dutra**, 125 Snowman Lane, North Pole – Spoke about the concerns brought forward by Mr. McGhee. Stated the rumor regarding the five police officers may have started from the future expansion model provided to the mayor when asked what we would expect from the Eielson influx. There was discussion about what would be needed as far as the department was concerned. Since then, it's been decided we have to be extremely fiscally conservative with what has been going on with the state's economy.

Mr. Isaacson moved to suspend the rules for 5 minutes.

OLD BUSINESS

ORDINANCE 19-07, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND TITLE 2, ADMINISTRATION AND PERSONNEL CHAPTER 36 PERSONNEL SYSTEM, SECTION 470 REGARDING PAY. (Audio Part 2 – 4:48)

Chief Dutra introduced the ordinance.

Public Comment (Audio Part 2 – 7:56)

- **Geoff Coon**, 110 Lewis Street, North Pole – Spoke about how he is in support of this ordinance but does not understand why the Fire Department would be excluded from it. At the last meeting, the impression was given that an amendment was being formulated to address that but it actually excluded the rest of the City from the ordinance.

Mr. Isaacson moved to Postpone Ordinance 19-07, An Ordinance of the City of North Pole, Alaska to Amend Title 2, Administration and Personnel Chapter 36 Personnel System, Section 470 Regarding Pay.

Seconded by Mr. Walley

Discussion (Audio Part 2 – 20:22)

Ms. Welch stated that we currently have police officers training new recruits so if we postpone this, they are not going to be paid for that part of the training while training the new person.

Mr. Isaacson stated we are acting on a piecemeal suggestion from last week to this week and who we have left out. We need to have a comprehensive look at this and there's no restriction that says we can't make this retroactive.

Mr. Walley stated he agrees with Councilman Isaacson and that this should be postponed so it can be looked at as a whole and then decided upon.

Mr. Cromer stated he is in disagreement with this. All the department heads are here and they are not all stating they need the training pay. It is 2 departments that really need it. The Police Department and Fire Department are the ones who came forward. We supported the Police Department so I don't understand why we can't support the Fire Department as an equal.

FAILED

Yes: 2 – Isaacson, Walley

No: 3 – Cromer, Welch, Welch

Absent: 2 – Skippis, Thompson

Mr. Cromer moved to Adopt Ordinance 19-07, An Ordinance of the City of North Pole, Alaska to Amend Title 2, Administration and Personnel Chapter 36 Personnel System, Section 470 Regarding Pay.

Seconded by Ms. Welch

Discussion (Audio Part 2 – 30:05)

Mr. Cromer moved to Amend Ordinance 19-07, An Ordinance of the City of North Pole, Alaska to Amend Title 2, Administration and Personnel Chapter 36 Personnel System, Section 470 Regarding Pay by Adding Line 77 as follows: "L. Check Off Pay. Officers of the Fire Department who are actively training a recruit Fire Department employee shall earn a differential of \$2 (two dollars) an hour for every hour they are actively training recruit Fire Department employees."

Seconded by Ms. Welch

Discussion on the Amendment (Audio Part 2 – 31:42)

Mr. Isaacson stated the reason he moved to postpone is because he's not satisfied that every department has had a voice in this.

Ms. Welch stated that it's important we cover both high risk departments.

PASSED

Yes: 5 – Isaacson, Cromer, Walley, Welch, Welch

No: 0

Absent – Skipps, Thompson

Discussion on the motion as amended (Audio Part 2 – 41:36)

Mr. Walley stated he will not be supporting this because if this was so important to the Fire Department, why have we not heard about it before. He stated he appreciates the Fire Department and the Police Department but thinks this is a scary road to be going down.

Ms. Welch stated that she disagrees with Mr. Walley. \$2 an hour is not a huge amount of money but it shows appreciation.

Mr. Isaacson stated this is difficult because it appears to pit one department or a couple of departments against the rest. It's important to fully understand the consequences of Council's actions and do not nickel and dime ourselves into a budget situation.

Mr. Cromer stated that he is in favor of this. The City Clerk put this out to all the employees and it was the Fire Department who spoke up.

On the motion as amended.

PASSED

Yes: 3 – Cromer, Welch, Welch

No: 2 – Isaacson, Walley

Absent: 2 – Skipps, Thompson

********Note: While it was announced as “passed” during the Council meeting, upon further research, it was determined that the motion should not have passed. Per NPMC 2.12.090G, a majority is defined as four votes and is required to carry any question. A reconsideration was submitted the day following the Council meeting so Ordinance 19-07 is scheduled to reappear on the Agenda of May 06, 2019.********

ORDINANCE 19-08, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO APPROVE THE AMENDED COOPERATIVE AGREEMENT WITH THE US ARMY CORPS OF ENGINEERS FOR THE ENGINEERING AND DESIGN OF THE MOOSE CREEK WATER SYSTEM EXPANSION PROJECT AND ASSOCIATED FISCAL NOTE. (Audio Part 2 – 54:38)

Mr. Butler introduced the ordinance.

Public Comment (Audio Part 2 – 57:38)

- **Steve Dutra**, 125 Snowman Lane, North Pole – Spoke to the stress and strain on a lot of employees and the questions about this ordinance and fiscal note. Stated that we have never had anybody received compensation for additional work they are doing as an

employee of the City. The big issue is how this all unfolded. There are many questions that are still unanswered about whether or not there are violations of City Code or federal law. This has never been done in the City of North Pole. This is similar to a grant writer soliciting grants and being paid from those grants. Employees were never told about it and didn't know another employee was going to garner a compensation package as large as this that no one else was allowed to compete for. Stated he never thought about pursuing a project and getting compensation for his work on that project. It's a great idea but not necessarily how we want employees of the City seeking out projects that they view as beneficial when they have a dog in the fight.

Mr. Isaacson *moved to suspend the rules and extend the meeting until 10:47 p.m.*

Mr. Isaacson *moved to Adopt Ordinance 19-08, An Ordinance of the City of North Pole, Alaska to Approve the Amended Cooperative Agreement with the US Army Corps of Engineers for the Engineering and Design of the Moose Creek Water System Expansion Project and Associated Fiscal Note.*

Seconded by Mr. Cromer

Discussion (Audio Part 2 – 1:08:19)

Mr. Isaacson *moved to Amend Ordinance 19-08, An Ordinance of the City of North Pole, Alaska to Approve the Amended Cooperative Agreement with the US Army Corps of Engineers for the Engineering and Design of the Moose Creek Water System Expansion Project and Associated Fiscal Note by Changing the Total Project Cost Ceiling from \$2,550,000 to \$2,825,000 and the Date Modified to April 15, 2019.*

Seconded by Ms. Welch

Discussion on the amendment

None

On the amendment

PASSED

Yes: 5 – Isaacson, Cromer, Walley, Welch, Welch

No: 0

Absent: 2 – Skipps, Thompson

Discussion on the motion as amended

None

On the motion as amended

PASSED

Yes: 5 – Isaacson, Cromer, Walley, Welch, Welch

No: 0

Absent: 2 – Skipps, Thompson

Mr. Isaacson moved to suspend the rules and discuss item c under new business.

NEW BUSINESS

REQUEST TO ACCEPT THE PROFESSIONAL SERVICES AGREEMENT WITH PDC ENGINEERS FOR ENGINEERING AND DESIGN SERVICES TOTALING \$2,121,443 FOR THE MOOSE CREEK WATER SYSTEM EXPANSION PROJECT. (Audio Part 2 – 1:21:36)

Mr. Butler introduced the request.

Public Comment (Audio Part 2 – 1:23:52)

Terry Huisman, 4700 Rivers Street, North Pole – Spoke about how it would be good for the design team to actually go out to Moose Creek, drive the roads and look at the buildings. It would give them a better idea of what they are talking about.

Mr. Isaacson moved to Accept the Professional Services Agreement with PDC Engineers for Engineering and Design Services Totaling \$2,121,443 for the Moose Creek Water System Expansion Project.

Seconded by Ms. Welch

Discussion

None

PASSED

Yes: 5 – Isaacson, Cromer, Walley, Welch, Welch

No: 0

Absent: 2 – Skipps, Thompson

REQUEST TO APPROVE THE 2019-2021 CHENA LAKES CONTRACT FOR LEO SERVICES. (Audio Part 2 – 1:28:22)

Chief Dutra introduced the contract.

Public Comment

None

Mr. Isaacson *moved to Approve the 2019-2021 Chena Lakes Contract for LEO Services.*

Seconded by Ms. Welch

Discussion

None

PASSED

Yes: 5 – Isaacson, Cromer, Walley, Welch, Welch

No: 0

Absent: 2 – Skipps, Thompson

COUNCIL COMMENTS

None

Mr. Isaacson *moved to adjourn the meeting at 10:15 p.m.*

Seconded by Mr. Cromer

The regular meeting of Monday, April 15, 2019 adjourned at 10:16 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, May 06, 2019.

Michael W. Welch, Mayor

ATTEST:

Judy L. Binkley, City Clerk

**CITY OF NORTH POLE
ORDINANCE 19-07**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA
TO AMEND TITLE 2, ADMINISTRATION AND PERSONNEL
CHAPTER 36 PERSONNEL SYSTEM, SECTION 470
REGARDING PAY**

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

WHEREAS, Field Training Police Officers (FTO's) are exposed to significant liability while training police recruits and they take on an enormous risk which is normally compensated; and

WHEREAS, the standard, in almost all police agencies across the country, is a compensation related to the additional duty and risk associated with the training of a new police recruit; and

WHEREAS, the City of North Pole continues to address pay inequalities in order to increase the police department's ability to attract new hires with a progressive pay and benefits package that is consistent with other agencies in the Fairbanks and North Pole area; and

WHEREAS, the City Council will raise the hourly wage by \$2.00 an hour for police officers actively involved in the Field Training of police recruits.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole:

Section 1. This ordinance is of a general and permanent nature and shall be codified.

Section 2. Title 2 Administration and personnel, Chapter 36 Personnel systems is amended in the North Pole Code of Ordinances as by inserting the text in underlined red font:

2.36.470 Pay.

A. All City employees in the City service excluding the Mayor, contractual employees, casual employees and temporary employees shall be paid the monthly/hourly wage in accordance with the position classification title and date of hire or range, except that employees being promoted to positions of higher pay shall receive a start date adjustment that places them at the increased salary closest to their subsequent pay scale salary. Such adjustment shall be recorded in the employee's personnel file and shall be used throughout the employee's tenure of that position. Salaries of employees whose tenure exceeds the twenty-step pay plan shall receive a three percent annual salary increase.

B. Employees (excluding Fire Department personnel) working a regularly scheduled evening shift shall earn a pay differential hourly rate of \$1 (one dollar) an hour for hours worked from 3:00 p.m. to 10:00 p.m.

C. Employees (excluding Fire Department personnel) working a regularly scheduled night shift shall earn a pay differential hourly rate of \$2 (two dollars) an hour for hours worked from 10:00 p.m. to 8:00 a.m.

D. The City Council shall review periodically the pay scale to recommend cost of living increase adjustments as warranted and shall communicate back to the employees the outcome of the review.

E. Employees will advance to the next pay step on the first full pay period of each year, except for those new employees hired within the last quarter of the year. Employees hired within the last quarter of the year will not be eligible for their annual step salary increases until the first full pay period in January following their one-year anniversary.

F. Professional Development Step Salary Increases. Employees may earn horizontal step increases for professional development as follows:

Accounts Receivable/Receptionist Clerk:

Clerk I	2 Steps
Clerk II	2 Steps
Clerk III	2 Steps

City Accountant:

Certified Public Accountant (CPA)	2 Steps
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City Clerk:

Certified Municipal Clerk (CMC)	2 Steps
Certificate in Human Resource Management	2 Steps
Master Municipal Clerk (MMC)	2 Steps

Dispatch/Evidence Technician:

Dispatch/Evidence Technician I	2 Steps
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Dispatch/Evidence Technician II 2 Steps

Dispatch/Evidence Technician III 2 Steps

Firefighter Personnel:

(Engineer, Lieutenant, Captain, Deputy Fire Chief)

Firefighter II/EMT III 2 Steps

Fire Apparatus Driver/Operator 2 Steps

Fire Officer I 2 Steps

Firefighter II/MICP 2 Steps

Police Officer:

Police Officer I 2 Steps

Police Officer II 2 Steps

Police Officer III 2 Steps

Public Works Assistant:

Public Works Assistant I 2 Steps

Public Works Assistant II 2 Steps

Utility Assistant:

Utility Assistant I 2 Steps

Utility Operator I 2 Steps

Utility Operator II 2 Steps

Water Treatment Level III 1 Step

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50 Criteria for professional development will be developed by department heads coordinated with
51 the Mayor and approved by the City Council. Current employees who meet the professional
52 development criteria for advancement at the time of adoption of Ordinance 04-05 will be
53 grandfathered in for longevity requirements. Initial placement in professional development track
54 will not be cumulative and will result in two step advancements only. Police Sergeants are
55 eligible for professional development advancement.

G. Newly hired employees shall be employed at the starting rate of the appropriate salary range. However, in the case where unusual difficulty has been experienced in filling a vacancy, or when the applicant is exceptionally qualified, on approval of Council the Mayor may direct the starting salary above the minimum. Credit for prior years of similar service may be granted at the rate of two prior years of experience for one horizontal step increment.

H. Promotions. An employee who has received a promotion shall move vertically to the position classification slot designated in the step code promotion title. No vertical promotion shall exceed \$500 (five hundred dollars) a month increase. An employee shall be moved to the next highest slot under the promotion limit.

I. Overtime Pay. All time worked over the number of hours in the prescribed normal work week shall be compensated at one and one-half times the regular rate of pay. Employees who take leave during their prescribed work week are not eligible for overtime pay that week until they have actually worked over the number of hours normally scheduled to work.

J. Holiday Pay. Any employee who is required to work on a City-approved holiday will be paid two times the regular rate of pay (double time). When an employee works over the hours of a prescribed duty day (overtime) on a City-approved holiday, the employee will only be compensated at the double time rate.

K. FTO Pay. Sworn Police Department employees who are actively training a sworn recruit Police Department employee shall earn a pay differential of \$2 (two dollars) an hour for every hour they are actively working as a Field Training Officer.

L. Check Off Pay. Officers of the Fire Department who are actively training a recruit Fire Department employee shall earn a pay differential of \$2 (two dollars) an hour for every hour they are actively training recruit Fire Department employees.

Revised Unified Pay Scale – Ordinance 17-09

Position	Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Mayor		5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750
Police Chief		4558	4695	4836	4981	5130	5284	5442	5606	5774	5947	6126	6309	6499	6694	6894	7101	7314	7534	7760	7992
Fire Chief		4558	4695	4836	4981	5130	5284	5442	5606	5774	5947	6126	6309	6499	6694	6894	7101	7314	7534	7760	7992
City Clerk/HR		4558	4695	4836	4981	5130	5284	5442	5606	5774	5947	6126	6309	6499	6694	6894	7101	7314	7534	7760	7992
City Acct		4558	4695	4836	4981	5130	5284	5442	5606	5774	5947	6126	6309	6499	6694	6894	7101	7314	7534	7760	7992
Director of City Svs		4558	4695	4836	4981	5130	5284	5442	5606	5774	5947	6126	6309	6499	6694	6894	7101	7314	7534	7760	7992
		26.30	27.09	27.90	28.74	29.60	30.49	31.40	32.35	33.32	34.32	35.35	36.41	37.50	38.62	39.78	40.97	42.20	43.47	44.77	46.12
Police Lt.		4100	4223	4350	4480	4615	4753	4896	5042	5194	5350	5510	5675	5846	6021	6202	6388	6579	6777	6980	7189
Dep Fire Chief		4100	4223	4350	4480	4615	4753	4896	5042	5194	5350	5510	5675	5846	6021	6202	6388	6579	6777	6980	7189
		23.65	24.36	25.09	25.84	26.62	27.42	28.24	29.09	29.96	30.86	31.78	32.74	33.72	34.73	35.77	36.85	37.95	39.09	40.26	41.47
Records Mgr/Archivist		3124	3218	3314	3414	3516	3622	3730	3842	3957	4076	4198	4324	4454	4588	4725	4867	5013	5163	5318	5478
AR, AP, Utility		3124	3218	3314	3414	3516	3622	3730	3842	3957	4076	4198	4324	4454	4588	4725	4867	5013	5163	5318	5478

Revised Unified Pay Scale – Ordinance 17-09

Position	Range																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Billing Clerk																				
Admin Asst																				
Evidence																				
Cust/Dispr	3124	3218	3314	3414	3516	3622	3730	3842	3957	4076	4198	4324	4454	4588	4725	4867	5013	5163	5318	5478
	18.02	18.56	19.12	19.69	20.28	20.89	21.52	22.16	22.83	23.51	24.22	24.94	25.69	26.46	27.26	28.07	28.92	29.78	30.68	31.60
Public Works																				
Supervisor	4100	4223	4350	4480	4615	4753	4896	5042	5194	5350	5510	5675	5846	6021	6202	6388	6579	6777	6980	7189
	23.65	24.36	25.09	25.84	26.62	27.42	28.24	29.09	29.96	30.86	31.78	32.74	33.72	34.73	35.77	36.85	37.95	39.09	40.26	41.47
Public Works																				
Assistant	3515	3620	3729	3841	3956	4075	4197	4323	4453	4586	4724	4866	5012	5162	5317	5476	5641	5810	5984	6164
	20.27	20.88	21.50	22.15	22.81	23.50	24.20	24.93	25.68	26.45	27.24	28.06	28.90	29.77	30.66	31.58	32.53	33.50	34.51	35.54
Utility																				
Supervisor	4100	4223	4350	4480	4615	4753	4896	5042	5194	5350	5510	5675	5846	6021	6202	6388	6579	6777	6980	7189
	23.65	24.36	25.09	25.84	26.62	27.42	28.24	29.09	29.96	30.86	31.78	32.74	33.72	34.73	35.77	36.85	37.95	39.09	40.26	41.47
Utility Operator	3708	3819	3934	4052	4173	4299	4428	4560	4697	4838	4983	5133	5287	5445	5609	5777	5950	6129	6313	6502

Revised Unified Pay Scale – Ordinance 17-09

Position	Range																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	21.39	22.03	22.69	23.37	24.07	24.80	25.54	26.31	27.10	27.91	28.75	29.61	30.50	31.41	32.35	33.32	34.32	35.35	36.42	37.51
Utility Assistant	3515	3620	3729	3841	3956	4075	4197	4323	4453	4586	4724	4866	5012	5162	5317	5476	5641	5810	5984	6164
	20.27	20.88	21.50	22.15	22.81	23.50	24.20	24.93	25.68	26.45	27.24	28.06	28.90	29.77	30.66	31.58	32.53	33.50	34.51	35.54
Police Sergeant	4077	4199	4325	4455	4589	4726	4868	5014	5165	5320	5479	5644	5813	5987	6167	6352	6542	6739	6941	7149
	23.52	24.23	24.95	25.70	26.47	27.27	28.08	28.93	29.79	30.69	31.61	32.56	33.53	34.54	35.58	36.64	37.74	38.87	40.04	41.24
Police Detective	3945	4063	4185	4311	4440	4573	4711	4852	4997	5147	5302	5461	5625	5793	5967	6146	6331	6520	6716	6918
	22.75	23.43	24.14	24.86	25.61	26.37	27.16	27.98	28.82	29.68	30.57	31.49	32.44	33.41	34.41	35.44	36.51	37.60	38.73	39.89
Police Officer	3838	3953	4072	4194	4320	4449	4583	4720	4862	5008	5158	5313	5472	5636	5805	5979	6159	6344	6534	6730
	22.14	22.80	23.49	24.19	24.92	25.67	26.44	27.23	28.05	28.89	29.75	30.65	31.57	32.51	33.49	34.49	35.53	36.59	37.69	38.82
Police Officer Recruit																				
Wage at Academy	15.00																			
Fire Captain	4077	4199	4325	4455	4589	4726	4868	5014	5165	5320	5479	5644	5813	5987	6167	6352	6542	6739	6941	7149
19-day cycle	17.70	18.23	18.78	19.34	19.92	20.52	21.13	21.77	22.42	23.09	23.79	24.50	25.24	25.99	26.77	27.58	28.40	29.26	30.13	31.04

Sponsored by: Mayor Michael W. Welch
 Introduced & Advanced: April 01, 2019
 Failed: April 15, 2019
 Reconsidered: May 06, 2019

Revised Unified Pay Scale – Ordinance 17-09

Position	Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Fire Lieutenant		3932	4050	4171	4297	4426	4558	4695	4836	4981	5130	5284	5443	5606	5774	5948	6126	6310	6499	6694	6895
		17.07	17.58	18.11	18.65	19.21	19.79	20.38	20.99	21.62	22.27	22.94	23.63	24.34	25.07	25.82	26.59	27.39	28.21	29.06	29.93
Fire Engineer		3838	3953	4072	4194	4320	4449	4583	4720	4862	5008	5158	5313	5472	5636	5805	5979	6159	6344	6534	6730
		16.66	17.16	17.67	18.20	18.75	19.31	19.89	20.49	21.10	21.74	22.39	23.06	23.75	24.47	25.20	25.96	26.73	27.54	28.36	29.21
Firefighter		3347	3447	3551	3657	3767	3880	3996	4116	4240	4367	4498	4633	4772	4915	5063	5215	5371	5532	5698	5869
		14.53	14.97	15.41	15.88	16.35	16.84	17.35	17.87	18.41	18.96	19.53	20.11	20.72	21.34	21.98	22.64	23.32	24.02	24.74	25.48
Overhire		12.52																			

RECOM

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 _____, 2019.

Michael W. Welch, Mayor

ATTEST:

Judy L. Binkley, City Clerk

FAILED

Yes: 3 – Cromer, Welch, Welch

No: 2 – Isaacson, Walley

Absent: 2 – Skipps, Thompson

Recommendation

- Immediate 2-step increases for Paul Trissel, Utility Supervisor and James “Marty” Donovan, Utility Operator starting March 2019.

Background

- Sulfolane project returned \$20,611 to Utility for Bill Butler’s 2018 wages and similar reimbursement is expected for Butler’s time in 2019. These funds can more than offset increases for 2018. (See attached spreadsheet)
- If Moose Creek Project construction bid is awarded, approve an additional 2-step increase for Paul Trissel and Marty Donovan starting January 2020.
- Charge 2-step increase recommended in 2020 to Moose Creek Project if construction contract is awarded charge the salary increase to Moose Creek Project if allowed by the funder.

Current and planned expansions of the Utility will result in an over **200% increase** in the number of miles of water mains.

- Existing Utility has 24 miles of water mains, the majority installed in the early 1970s and 1980s.
- Sulfolane project will added 35 miles of new water mains.
- Moose Creek project will add 15 miles of new water mains.

Current and planned expansions will **double the filtering capabilities** of the Water Treatment Plant.

- Utility had three green sand filters before expansions began.
- Sulfolane project added two new green sand filters.
- Moose Creek project will add one new green sand filter.
- The additional filtration capacity adds complexity to the operation and controls to manage and produce clean and safe water supply.
- The additional filtration capacity changes the chemical injection procedures and increases the routine maintenance routines.

Current and planned expansions will **double the Utility's reservoir holding capacity.**

- The Utility had 827,000 of reservoir capacity in two below-ground reservoirs before the expansions began.
- The Sulfolane project added 750,000 of above-ground water tank.
- The Moose Creek project plans to add a 250,000 above-ground water tank.
- Three separate reservoirs adds to the complexities of keeping the three reservoirs heated, fresh, and minimize water quality degradation.
- Three separate reservoirs adds to the complexity of balancing water production and distribution between the reservoirs, the three reservoirs add to the system's water security.

Current and planned expansions add **two new pump houses** whose pressure and circulation functions require additional management.

- The new facility on Peridot Street and the planned facility in Moose Creek will be tied to our existing system adding complexity to integrating the three systems together without compromising our current water quality or freeze protection.

Current and planned expansions will potentially **increase the number of water customers by almost 150%.**

- There are approximately 600 exiting water customers.
- The Sulfolane Project may add up to 700 new customers
- The Moose Creek Project may add up to 175 new customers.
- This will significantly increase our customer service calls for meter questions, meter replacements, water quality questions, and water meter profiling.

Current and planned expansions will **increase regulatory and sampling requirements.**

- EPA requires copper and lead sampling based upon a sample of customers linked to the number of customers.
- Both projects are in areas with contaminated groundwater—inside and outside the City of North Pole city limits there is sulfolane and PFAS contamination and Moose Creek has PFAS contamination—good operational practice will require sampling for potential contamination cross-contamination.
- ADEC may mandate other routine sampling.

Current and planned expansions will **increase the number and complexity of Supervisory Control and Data Acquisition (SCADA) electronic controls.**

- SCADA systems enable greater control and remote control of utility operating systems.
- With more SCADA equipment, the Utility staff require greater knowledge and skills.
- With more SCADA equipment, the Utility staff receive more notices and alarms concerning system operations.

Operator Certifications

ADEC Operator Certification Requirements for North Pole Utility System	Paul Trissel (20 years with City)	James “Marty” Donovan (13 years with City)	Maximum Certifications required for City systems
Water Treatment Level 2	Level 3	Level 2	Level 4
Water Distribution Level 3	Level 4	Level 3	Level 4
Wastewater Treatment Level 1	Level 3	Level 2	Level 4
Wastewater Collections Level 2	Level 4	Level 3	Level 4

Current 2019 Salary Calculations

Employee	Hourly Rate	Annual Wage	Workers Comp. (50% Water)	Workers Comp. (50% Sewage)	Medicare	Life Insurance	PERS	Health Insurance	Total benefits	Loaded wage	March-January
Trissel	\$48.07	\$99,986	\$2,485	\$2,940	\$1,450	\$309	\$21,997	\$19,500	\$48,680	\$148,665	\$123,888
Donovan	\$36.42	\$75,754	\$1,882	\$2,227	\$1,098	\$309	\$16,666	\$19,500	\$41,683	\$117,436	\$97,864

Immediate 2-Step increase starting March 2019

Employee	Hourly Rate	Annual Wage	Workers Comp. (50% Water)	Workers Comp. (50% Sewage)	Medicare	Life Insurance	PERS	Health Insurance	Total benefits	Loaded wage	March-January	Difference
Trissel	\$50.95	\$105,985	\$2,634	\$3,116	\$1,537	\$309	\$23,317	\$19,500	\$50,412	\$156,397	\$130,331	\$6,443
Donovan	\$38.61	\$80,299	\$1,995	\$2,361	\$1,164	\$309	\$17,666	\$19,500	\$42,995	\$123,294	\$102,745	\$4,881

Total \$11,324

Offset funding returned to Utility from Sulfolane Project \$20,611

Balance \$9,287

2020 wages only with Code mandated 3% increase

Employee	Hourly Rate	Annual Wage	Workers Comp. (50% Water)	Workers Comp. (50% Sewage)	Medicare	Life Insurance	PERS	Health Insurance	Total benefits	Loaded wage
			\$0	\$0	\$0	\$12	\$0			
Trissel	\$49.51	\$102,985	\$2,559	\$3,028	\$1,493	\$309	\$22,657	\$19,500	\$49,546	\$152,531
Donovan	\$37.51	\$78,026	\$1,939	\$2,294	\$1,131	\$309	\$17,166	\$19,500	\$42,339	\$120,365

3% annual increase plus 2-Step increase if Moose Creek construction contract is awarded (January 1, 2020)

Employee	Hourly Rate	Annual Wage	Workers Comp. (50% Water)	Workers Comp. (50% Sewage)	Medicare	Life Insurance	PERS	Health Insurance	Total benefits	Loaded wage	Difference
Trissel	\$52.40	\$108,984	\$2,708	\$3,204	\$1,580	\$309	\$23,977	\$19,500	\$51,278	\$160,262	\$7,731
Donovan	\$39.70	\$82,571	\$2,052	\$2,428	\$1,197	\$309	\$18,166	\$19,500	\$43,651	\$126,223	\$5,858
											\$13,589

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

City of North Pole
Director of City Services

Memo

To: North Pole City Council
From: Bill Butler
Date: December 31, 2018
Subject: Salary adjustment for work associated with Moose Creek Water System Project

As part of the North Pole Water System Expansion Project, I collected data on time contributed to the project. Initially, I did not collect data on a daily basis. Upon our attorney's direction, I began collecting time and effort data starting April 1, 2018. Tabulation of this data is attached. The average number of hours per week I provided to the Water System Expansion Project was eight hours, or approximately 20 percent of my work week. This effort represents my contribution as a participant reflecting the requirements of the sulfolane settlement agreement. Zane Wilson's and my time dedicated to the project will be reimbursed to the City. The Water System Project will continue to require support from the City in 2019, but I expect this will decline because only water main and customer service line installations will occur in 2019 and Flint Hills Resources (FHR) is taking leadership for the customer service line installation contract.

Oversight of the Water System Expansion Project is shared among the three partners (State of Alaska, FHR and City), but the majority of the oversight responsibilities is shouldered by FHR. FHR has a local staff person where a majority of his effort is dedicated to the project. FHR also has other supporting personnel at the corporate level to backstop the local staff person.

The Moose Creek Water System Expansion will be wholly managed by the City with the assistance of PDC Engineers as a contractor. The North Pole Water System Expansion Project has provided me with valuable learning experiences and skills that will be useful in making the Moose Creek Expansion Project successful; however, support for the project will fall heavily upon me as the City's Project Manager. I think I am capable of handling the increased work requirements in conjunction with my exiting Utility, Public Works and Building Department responsibilities; however, I am seeking supplemental compensation for this increased workload that is expected to span two years. I estimate that my effort directed to the Moose Creek Project will be double the effort I have contributed to the North Pole Water System Expansion Project, or approximately equivalent to 40 percent of my effort. My supplemental compensation would be wholly a project expense and not funded by the Utility Fund, utility rates or General Fund. At the conclusion of the Moose Creek Expansion, I would expect to return to my original compensation, including any routine increases that would occur over the period. Attached is a table that summarizes my temporary augmented compensation request.

Calculation of Water System Charges for William Butler: 2018

Work week start	Work week end	Hours	Loaded wage charge 2018
4/1/18	4/7/18	12	\$901.32
4/8/18	4/14/18	9.25	\$694.77
4/15/18	4/21/18	2.5	\$187.78
4/22/18	4/28/18	1	\$75.11
4/29/18	5/5/18	18	\$1,351.98
5/6/18	5/12/18	4.25	\$319.22
5/13/18	5/19/18	7.75	\$582.10
5/20/18	5/26/18	9.25	\$694.77
5/27/18	6/2/18	10	\$751.10
6/3/18	6/9/18	11.75	\$882.54
6/10/18	6/16/18	4.75	\$356.77
6/17/18	6/23/18	7.75	\$582.10
6/24/18	6/30/18	10.25	\$769.88
7/1/18	7/7/18	0.5	\$37.56
7/8/18	7/14/18	17.5	\$1,314.43
7/15/18	7/21/18	10.75	\$807.43
7/22/18	7/28/18	6.75	\$506.99
7/29/18	8/4/18	3.25	\$244.11
8/5/18	8/11/18	7.75	\$582.10
8/12/18	8/18/18	1.75	\$131.44
8/19/18	8/25/18	9.5	\$713.55
8/26/18	9/1/18	13.75	\$1,032.76
9/2/18	9/8/18	2.5	\$187.78
9/9/18	9/15/18	8.75	\$657.21
9/16/18	9/22/18	10.5	\$788.66
9/23/18	9/29/18	9.5	\$713.55
9/30/18	10/6/18	9.25	\$694.77
10/7/18	10/13/18	8	\$600.88
10/14/18	10/20/18	5	\$375.55
10/21/18	10/27/18	9	\$675.99
10/28/18	11/3/18	13	\$976.43
11/4/18	11/10/18	11.75	\$882.54
11/11/18	11/17/18	4.75	\$356.77
11/18/18	11/24/18	4.5	\$338.00
11/25/18	12/1/18	13.5	\$1,013.99
12/2/18	12/8/18	17.5	\$1,314.43
12/9/18	12/15/18	5.75	\$431.88
12/16/18	12/22/18	7	\$525.77
12/23/18	12/29/18	0.25	\$18.78
Total		320.5	\$24,072.76
Average per week		8.22	
Percent time per week		20.5%	
Loaded hourly Utility wage		\$75.11	
Water System Project charge		\$24,072.76	

SUPPLEMENTAL EMPLOYMENT AGREEMENT/TEMPORARY SALARY ADJUSTMENT

This agreement is entered into between the City of North Pole (City) and Bill Butler (employee), the current Director of City Services for the City of North Pole. This agreement does not alter employees' terms and conditions of employment except as expressly set forth herein.

Unless terminated, this salary adjustment shall apply only as long as there is an active agreement/contract with the US Army Corps of Engineers (USACE) for the Moose Creek Water System Expansion Project (Project) and as long as the salary adjustment is a reimbursable expense chargeable to the agreement/contract.

The salary adjustment shall be fully funded by the Project agreement/contract. No City of North Pole funds shall be used to fund the salary adjustment. Any ambiguities in this agreement shall be construed to reflect the parties' mutual intention that this agreement shall not have any out-of-pocket cost to the City. If any portion of the salary adjustment paid to employee is not reimbursed by the Project employee shall repay that unreimbursed salary to the City by automatic deduction from the next paycheck(s) received by employee. Employee hereby consents to this automatic reimbursement method.

The starting base salary began January 1, 2019 and is \$113,838. The base salary shall be modified each year according to any City-funded salary adjustments that are approved by the City Council and in accordance with the Municipal Code in section 2.36.470 Pay below. The annually modified base salary shall be used to recalculate the salary adjustment for that calendar year.

2.36.470 Pay.

A. All City employees in the City service excluding the Mayor, contractual employees, casual employees and temporary employees shall be paid the monthly/hourly wage in accordance with the position classification title and date of hire or range, except that employees being promoted to positions of higher pay shall receive a start date adjustment that places them at the increased salary closest to their subsequent pay scale salary. Such adjustment shall be recorded in the employee's personnel file and shall be used throughout the employee's tenure of that position. Salaries of employees whose tenure exceeds the twenty-step pay plan shall receive a three percent annual salary increase.

Salary adjustment is calculated as reflected in Exhibit A.

Salary adjustment will begin starting with the first pay period the Project agreement/contract formally begins as documented in a notice of award or similar document.

Salary adjustment includes PERS, Medicare, Workers Compensation, Health Insurance and Disability Insurance calculated in standard proportions applied to the base salary. (See attached Summary Adjusted Compensation Table.)

The Project is expected to run for two years. Should the project run for a shorter period, the salary adjustment will end when the Project formally ends. Should the project extend beyond two years, the salary adjustment shall continue as long as the project continues to be active and is funded by the USACE.


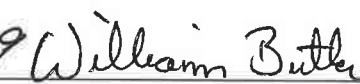

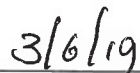
Unless earlier terminated the salary adjustment shall end when the USACE agreement/contract formally ends.

When the USACE's agreement/contract ends, Butler shall return to his base salary that reflects all City-funded salary adjustments that have been approved by the City Council over the duration of the Project and in accordance with the Municipal Code, section 2.36.470 Pay.

Either party may terminate this agreement, for any reason deemed valid by the terminating party, by providing 14 days written notice thereof and said termination shall not give rise to any claim for damages by any party. Both parties hereby waive any right to challenge the grounds deemed sufficient by the opposing party for terminating this agreement.

This agreement is the entire agreement between the parties and shall not be construed against either party.

City of North Pole

	
Michael Welch, Mayor	William Butler
	
Date	Date

	
Judy Binkley, City Clerk	
	Date

From: Zane Wilson
To: Bill Butler
Cc: Niki Lightly
Subject: RE: Corps and my salary cost expense
Date: Friday, February 01, 2019 3:25:41 PM

Bill:

Looks good.

Zane

From: Bill Butler <BButler@northpolealaska.org>
Sent: Friday, February 01, 2019 2:42 PM
To: Zane Wilson <zane@alaskalaw.com>
Subject: Corps and my salary cost expense

Zane:

I just got off the phone with Teresa Lee with the Corps (the person overseeing the cooperative agreement). She said that since this is a cooperative agreement that they treat them less strictly than a contract and since I listed the City's costs in the proposal as a simple breakdown (see below), that breaking out my salary cost as a set amount in each submission, that that approach is acceptable. I just cannot go over the budgeted amount. I was wading through the Code of Federal Regulations that apply as according to the cooperative agreement (CFR 200 Cost Principles) and I was coming to a similar conclusion that at regular set amount would be permitted. Teresa said that this approach is common when they have cooperative agreements with universities.

In the contract you drafted, I only had 2 typo changes—my title and my 2019 salary. I inserted the changes in the attached draft. The next City Council meeting I can get the Council to review and approve the agreement is February 18. Mike will not be at that meeting, so I do not know if he will include it on the agenda for that meeting.

Thanks,

Bill

City of North Pole

Category	Amount
Project Manager	\$14,000
Attorney fees	\$7,000
Attorney fees, pre-award (15 hours @ \$275/hr.)	\$4,125
Travel	\$250
Materials & supplies	\$500
Total	\$25,875

Exhibit A

	Annual salary	PERS: (22%)	Medicare: (1.45%)	Workers comp. admin. (0.06%)	Disability, (\$308.88/yr.)	Health insurance	Total salary & benefits	Hours	Loaded hourly wage
2018 actual	\$110,512	\$24,313	\$1,602	\$763	\$309	\$18,720	\$156,219	2080	\$75.11
2019 no change	\$113,838	\$25,044	\$1,651	\$683	\$309	\$19,500	\$161,026	2080	\$77.42
Base 2019 estimated share	\$113,838	\$25,044	\$1,651	\$683	\$221	\$13,929	\$155,366	1485.744	\$104.57
Moose Creek 40% increase	\$45,535	\$10,018	\$660	\$273	\$88	\$5,571	\$62,146	594.256	\$104.58
Base + Moose Creek 2019	\$159,374	\$35,062	\$2,311	\$956	\$309	\$19,500	\$217,512	2080	\$104.57
Confirmation	\$159,374	\$35,062	\$2,311	\$956	\$309	\$19,500	\$217,512	2080	\$104.57
2020 no change	\$117,254	\$25,796	\$1,700	\$704	\$309	\$20,000	\$165,762	2080	\$79.69
Base 2020 estimated share	\$117,254	\$25,796	\$1,700	\$704	\$221	\$14,286	\$159,960	1485.744	\$107.66
2020 40% adjustment est.	\$46,901	\$10,318	\$680	\$281	\$88	\$5,714	\$63,983	594.256	\$107.67
Base + Moose Creek 2020	\$164,155	\$36,114	\$2,380	\$985	\$309	\$20,000	\$223,943	2080	\$107.66
Confirmation	\$164,155	\$36,114	\$2,380	\$985	\$309	\$20,000	\$223,943	2080	\$107.66
2021 no change	\$120,771	\$26,570	\$1,751	\$725	\$309	\$20,500	\$170,626	2080	\$82.03
Base 2021 estimate share	\$120,771	\$26,570	\$1,251	\$518	\$221	\$14,643	\$163,973	1485.744	\$110.36
2021 40% adjustment est.	\$48,308	\$10,628	\$500	\$207	\$88	\$5,857	\$65,589	594.256	\$110.37
Base + Moose Creek 2021	\$169,080	\$37,198	\$1,751	\$725	\$309	\$20,500	\$229,562	2080	\$110.37
Confirmation	\$169,080	\$37,198	\$1,751	\$725	\$309	\$20,500	\$229,562	2080	\$110.37



MEMORANDUM

City of North Pole Clerk's Office

Judy L. Binkley, City Clerk

TO: North Pole City Council

FROM: Judy L. Binkley, City Clerk *JB*

SUBJECT: Stipend for Processing Payroll

DATE: April 30, 2019

Council Members,

The processing of payroll is an essential job function of the Accountant that I am periodically called upon to complete in her absence. This is a time consuming task with strict deadlines which causes me to put aside my tasks as the City Clerk/HR Manager in order to complete payroll accurately by the required due dates.

Therefore I am requesting that Council approve a stipend of \$500 each time I process payroll. This is not a raise and there are no benefits tied to the stipend. I came to this figure based on the average amount of time it takes me to complete payroll (approximately 15 hours).

Sincerely,

Judy L. Binkley

Judy L. Binkley