



CITY OF NORTH POLE
Regular Meeting November 04, 2019
North Pole Council Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, November 04, 2019
Committee of the Whole: 6:30 p.m.
Regular City Council Meeting – 7:00 p.m.

MAYOR

Michael Welch
488-8584

CITY CLERK

Judy Binkley
488-8583

COUNCIL MEMBERS

Santa Claus	388-3836
DeJohn Cromer	347-2808
Thomas McGhee	347-8019
David Skipp	750-5106
Perry Walley	347-0135
Aino Welch	488-5834

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. October 21, 2019 (page 3)
6. **Communications from the Mayor**
 - a. Re-organization of Council
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

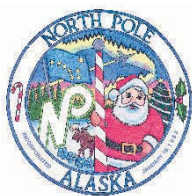
12. New Business

- a. Ordinance 19-20, An Ordinance of the North Pole City Council Establishing the 2020 Operating Budget and Capital Budget. (page 8)
- b. Liquor License Renewal for First Security Investment, Inc. dba Pagoda Chinese Restaurant. (page 13)
- c. Liquor License Transfer for The North Pole Pub, LLC dba North Pole Alehouse. (page 22)
- d. Resolution 19-05, A Resolution of the North Pole City Council Designating City Officials Authorization to Sign on City of North Pole Accounts. (page 34)
- e. Request to Approve the Purchase of a Silverado WT Model CC31044 Truck Body and the Purchase of a Service Body for the Vehicle for the Public Works Department with the Department's Fleet Funds. (page 35)
- f. Request to Approve the Purchase of Two Model Ford F350 XL, Model X3B Pickup Trucks for the Utility Department with a Combination of the Department's Fleet Funds and Utility Reserves.
- g. Request for Approval of Tuition Reimbursement for Melanie Swanson for Two Classes in Support of her Associates Degree in Applied Science in Business Not to Exceed \$1200. (page 44)
- h. Request to Approve Travel for Council Member Claus to AML in November 2019.
- i. Wage Determination for a Lateral Hire in the Police Department. (page 46)
- j. Request for Approval to Open a Moose Creek Project Fund. (page 52)

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.



NORTH POLE CITY COUNCIL
REGULAR MEETING MINUTES, OCTOBER 21, 2019
NORTH POLE CITY COUNCIL CHAMBERS
125 SNOWMAN LANE, NORTH POLE, ALASKA

Mayor Michael Welch called the regular City Council meeting of Monday, October 21, 2019 to order at 7:00 p.m with the following Council Members in attendance:

Council Members Present: Doug Isaacson, Mayor Pro Tem
Avery Thompson, Deputy Mayor Pro Tem
Perry Walley, Alt Dep Mayor Pro Tem
Aino Welch
David Skipps
DeJohn Cromer

Also Present: Judy Binkley, City Clerk/HR Manager
William Butler, Director of City Services
Tricia Fogarty, Chief Financial Officer
Steve Dutra, Police Chief
Geoff Coon, Fire Chief

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Welch asked everyone to join him in the Pledge of Allegiance.

INVOCATION

The Invocation was given by City Council Member Isaacson.

APPROVAL OF AGENDA

Mr. Isaacson moved to approve the agenda of October 21, 2019.

Seconded by Mr. Thompson.

Discussion

Mr. Isaacson moved to amend the agenda by moving Council Comments to before adjourning into Executive Session.

Seconded by Mr. Thompson.

Discussion

None

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AMEND THE AGENDA OF OCTOBER 21, 2019 AS FOLLOWS:

YES: 7 – Skipps, Thompson, Isaacson, Cromer, Walley, Welch, Welch

NO: 0

ABSTAIN: 0

Mayor Welch declared the MOTION CARRIED

Discussion on the agenda as amended

None

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE AMENDED AGENDA OF OCTOBER 21, 2019 AS FOLLOWS:

YES: 7 – Skipps, Thompson, Isaacson, Cromer, Walley, Welch, Welch

NO: 0

ABSTAIN: 0

Mayor Welch declared the MOTION CARRIED

APPROVAL OF MINUTES

Mr. Isaacson *moved to* approve the Minutes of October 07, 2019.

Seconded by Mr. Thompson.

Discussion

None

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE MINUTES OF OCTOBER 07, 2019 AS FOLLOWS:

YES: 7 – Skipps, Thompson, Isaacson, Cromer, Walley, Welch, Welch

NO: 0

ABSTAIN: 0

Mayor Welch declared the MOTION CARRIED

COMMUNICATIONS FROM THE MAYOR

Certification of the October 01, 2019 Election (Audio 4:51)

City Clerk Binkley gave a presentation on the election results and the report of the election Canvass Board.

Mr. Isaacson *moved to certify the election of October 01, 2019.*

Seconded by Ms. Welch.

Discussion

None

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO CERTIFY THE ELECTION OF OCTOBER 01, 2019 AS FOLLOWS:

YES: 7 – Skipps, Thompson, Isaacson, Cromer, Walley, Welch, Welch

NO: 0

ABSTAIN: 0

Mayor Welch declared the MOTION CARRIED

New officials sworn in:

Santa Claus

Thomas McGhee

Mr. Thompson *moved to suspend the rules for 15 minutes for a community reception.*

Seconded by Mr. Isaacson.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

None

ONGOING PROJECTS (Audio 8:34)

- Council Member Walley stated the next finance meeting is Wednesday, October 23rd at 10am in Council Chambers.

CITIZEN'S COMMENTS – (Limited to Five (5) minutes per Citizen

None

OLD BUSINESS

None

NEW BUSINESS

None

COUNCIL COMMENTS (Audio 10:31)

Mr. Skipps – None

Ms. Welch – None

Mr. Walley – Stated it's been a privilege to serve with both Councilmen Thompson and Isaacson.

Mr. Cromer – None

Mr. Isaacson – Stated he is glad to be in the City and glad to serve with everyone for the past 20 years and is confident the City will have good governance.

Mr. Thompson – Stated it has been a fun three years and met the personal goals he set which was to learn more about municipal governments and the budget process and how things work.

Mr. Isaacson *moved to Adjourn into Executive Session at 7:42 p.m. for the Report by the City Attorney re: PFOS/PFAS and Sulfolane litigation issues including candid discussion of facts, strategies, and direction to attorney regarding litigation with related discussion on interim payment of attorney fees from Sulfolane litigation. The Executive Session is to include Bill Butler and Geoff Coon.*

Seconded by Mr. Thompson.

Mayor Welch brought the meeting back to order at 9:18 p.m.

Mr. Walley *moved to Give the City Attorney direction in regards to PFOS/PFAS and Sulfolane litigation as discussed in Executive Session and authorize the Mayor to approve interim payment of attorney fees from Sulfolane litigation.*

Seconded by Mr. Cromer.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO GIVE THE CITY ATTORNEY DIRECTION IN REGARDS TO PFOS/PFAS AND SULFOLANE LITIGATION AS DISCUSSED IN EXECUTIVE SESSION AND AUTHORIZE THE MAYOR TO APPROVE INTERIM PAYMENT OF ATTORNEY FEES FROM SULFOLANE LITIGATION AS FOLLOWS:

YES: 7 – Skipps, Thompson, Isaacson, Cromer, Walley, Welch, Welch

NO: 0

ABSTAIN: 0

Mayor Welch declared the MOTION CARRIED

Mr. Isaacson *moved to adjourn the meeting at 9:20 p.m.*

Seconded by Ms. Welch.

The regular meeting of Monday, October 21, 2019 adjourned at 9:21 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, November 04, 2019.

Michael W. Welch, Mayor

ATTEST:

Judy L. Binkley, City Clerk

**CITY OF NORTH POLE
ORDINANCE 19-20**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL
ESTABLISHING THE 2020 OPERATING AND CAPITAL BUDGET AND
LEVYING THE MILL RATE**

WHEREAS, pursuant to City of North Pole Home Rule Charter Section VI the Mayor has proposed an operating budget with anticipated income and expenditures of the City during the next fiscal year; and

WHEREAS, pursuant to Title 4 Revenue and Finance Chapter 25 the Mayor has proposed capital and vehicle fleet- reserve fund budgets for the City and City Utility that are contingent upon council approval of the ordinance reinstating the funding mechanism; and

WHEREAS, The City of North Pole operates a water and sewer utility through an enterprise fund and thus the Mayor has proposed an operating and capital budget for the Utility with anticipated income and expenditures of the City during the next fiscal year; and

WHEREAS, The City of North Pole has established budgets for the City Debt Service, Non-Major and Community Funds that are outside of the general operating, capital and vehicle fleet-reserve budgets; and

WHEREAS, The Budget is a living document that needs to be adjusted as needed to reflect actual conditions; and,

WHEREAS, The 2020 Budget proposes a Mill Rate increase from 2.499 Mills to 3.499; and

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

Section 1. This ordinance is of a special nature and shall not be included in the North Pole Code of Ordinances.

Section 2. There is hereby appropriated to the 2020 General Fund Operating Budget (Fund 1) from the following sources of revenue for the City of North Pole in the amount indicated to the departments named for the purpose of conducting the business of said departments of the City of North Pole, Alaska, for the fiscal year commencing January 1, 2019 and ending December 31, 2020

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Revenue Source	Mayor Recommended	Council Appropriation
Taxes: Property	900,000	900,000
Taxes: General Sales	3,854,136	3,854,136
Taxes: Alcohol	275,000	275,000
Taxes: Tobacco	125,000	125,000
Taxes: State collected Shared Taxes	16,000	16,000
Licenses and Permits	29,000	29,000
Fees & Services	601,300	601,300
Fines & Penalties	178,000	178,000
Intergovernmental Revenue	224,500	224,500
Other: Miscellaneous	87,000	87,000
Transfers in From Fund Balance (FB)	0	0
Transfer In (from other funds)	15,000	15,000
Total	6,305,356	6,305,356

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Section 3. There is hereby appropriated to the 2020 General Fund Operating Budget (Fund 1) expenditures for the City of North Pole in the amount indicated.

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Department Expenditures	Mayor Recommended	Council Appropriated
Administration	552,303	552,303
Clerk & HR	276,275	276,275
Police Department	2,308,799	2,308,799
Fire Department	2,374,076	2,374,076
Public Works	793,903	793,903
Total	6,305,356	6,305,356

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Section 4. There is hereby appropriated to the 2020 Major Enterprise Operating, Capital and Fleet Budget from the following sources of revenue for the City of North Pole Utilities in the amount indicated to the departments named for the purpose of conducting the business of said Utility Departments of the City of North Pole, Alaska, for the fiscal year commencing January 1, 2020 and ending December 31, 2020. A Major Enterprise Fund is used to account for operations that are financed and operated in a manner similar to a private business enterprise.

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		Mayors Recommendations		Council Appropriations	
Fund #	Description	Revenue	Expenditures	Revenues	Expenditures
25	Utility Fund Fleet	30,000	30,000	30,000	30,000
41	Utility Fund Water	1,127,159	1,127,159	1,127,159	1,127,159
42	Utility Fund Sewer	852,694	852,694	852,694	852,694
43	Utility Capital Projects	350,000	350,000	350,000	350,000
51	Water Fund Reserves	172,035	172,035	172,035	172,035
52	Sewer Fund Reserves	177,144	177,144	177,144	177,144
Total		2,709,032	2,709,032	2,709,032	2,709,032

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45 **Section 5.** There is hereby appropriated to the 2020 North Pole City Budget revenue and
46 expenditures for the following Capital and Vehicle Replacement-Reserve Funds in the amount
47 indicated. The following Funds are committed by Ordinance and can only be used for the
48 specific purpose as defined by City Code.
49

		Mayors Recommendations		Council Appropriations	
Fund #	Description	Revenue	Expenditures	Revenues	Expenditures
20	Capital Projects Reserves	114,250	114,250	114,250	114,250
21	Admin Fleet Fund	15,401	15,401	15,401	15,401
22	Fire Fleet Fund	220,000	220,000	220,000	220,000
23	Police Fleet Fund	68,000	68,000	68,000	68,000
24	Public Works Fleet Fund	80,000	80,000	80,000	80,000
Total		497,651	497,651	497,651	497,651

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51 **Section 6.** There is hereby appropriated to the 2020 North Pole City Budget revenue and
52 expenditures for the following Non-Major Funds in the amounts indicated. Non-Major Funds
53 are established to finance a particular activity and are created from receipts of designated and
54 restricted funds.
55

		Mayors Recommendations		Council Appropriations	
Fund	Description	Revenue	Expenditures	Revenues	Expenditures
04	Building Department	192,142	192,142	192,142	192,142
10	Litigation Fund	75,000	75,000	75,000	75,000
12	ABADE- Dept of Justice	95,064	95,064	95,064	95,064
13	ABADE – State Forfeitures	9,670	9,670	9,670	9,670
14	IRS Forfeitures				
15	Impound Lot	65,000	65,000	65,000	65,000
Total		436,876	436,876	436,876	436,876

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Section 7. There is hereby appropriated to the 2020 North Pole City Budget revenue and expenditures for the following Debt Service Fund in the amounts indicated. The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general obligation bond and special assessment debt principle, interest and related cost for issuance that are not accounted for elsewhere.

Fund	Description	Mayor Recommendation		Council Appropriations	
		Revenue	Expenditures	Revenues	Expenditures
3	Assessment Fund	130,150	130,150	130,150	130,150
Total		130,150	130,150	130,150	130,150

Section 8. There is hereby appropriated to the 2020 North Pole City Budget revenue and expenditures for the following Community Purpose Funds in the amounts indicated. Community Purpose Funds are established to finance a particular activity or event and are created from receipts of designated funds.

Fund	Description	Mayors Recommendations		Council Appropriations	
		Revenue	Expenditures	Revenues	Expenditures
05	Bed Tax Grant Fund	79,500	79,500	79,500	79,500
08	North Pole Festival Fund	5,000	5,000	5,000	5,000
09	NP Community Ice Rink	10,580	10,580	10,580	10,580
Total		95,080	95,080	95,080	95,080

Section 9. There is hereby appropriated to the 2020 North Pole City Budget revenue and expenditures for the following Grant Funds in the amounts indicated. The Grant Funds are used to account for the tracking of Grant projects and revenues and expenditures.

Fund	Description	Mayors Recommendations		Council Appropriations	
		Revenue	Expenditures	Revenues	Expenditures
30	Administration Grants	0	0	0	0
31	Fire Department Grants	0	0	0	0
32	Police Department Grants	78,344	78,344	78,344	78,344
33	Public Works Grants	65,000	65,000	65,000	65,000
11	Bryne Jag Grant	95,064	95,064	95,064	95,064
Total		238,408	238,408	238,408	238,408

Section 10. Supplemental: See appendix 2020 A for the budget breakdown of revenues and expenditures per individual account line.

Section 11. Effective date. This ordinance shall become effective January 1, 2020.

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


PASSED/FAILED Yes: No: Absent:



MEMORANDUM

City of North Pole Clerk's Office

Judy L. Binkley, City Clerk

TO: Mayor Welch and City Council Members
FROM: Judy L. Binkley 
SUBJECT: Application for Liquor License Renewal
DATE: October 22, 2019

An application has been received by the State Alcohol and Marijuana Control Office (AMCO) for a liquor license renewal for the following:

License Type:	Beverage Dispensary	License Number:	2851
Licensee:	First Security Investment, Inc.		
Doing Business As:	Pagoda Chinese Restaurant		

AMCO is required under Alaska Statute to notify the City in writing that this establishment is renewing their liquor license so the City Council can file a "protest" if they so desire.

The City Council is provided information on any complaints regarding the establishment from the Police Department, Fire Department, and also if they are up to date with their City business license, water & sewer, and all sales tax.

As of this date, there are no departmental objections.

Sincerely,



Judy L. Binkley



THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7th Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

October 16, 2019

City of North Pole

Attn: Kathy Weber

Via Email: kathy.weber@northpolealaska.org

Cc: kmajor@fnsb.us

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Beverage Dispensary	License Number:	2851
Licensee:	First Security Investment, Inc.		
Doing Business As:	Pagoda Chinese Restaurant		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in cursive script that reads "Erika McConnell".

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	Pagoda Chinese Restaurant	License Number:	2851
License Type:	Beverage Dispensary		
Examiner:	Jam	Transaction #:	1148705

Document	Received	Completed	Notes
AB-17: Renewal Application	10/1	10/12	
App and License Fees	10/1	10/1	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit			
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
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Yes No

Selling alcohol in response to written order (package stores)?

Mailing address and contact information different than in database (if yes, update database)?

In "Good Standing" with CBPL (skip this and next question for sole proprietor)?

Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

LGB 1 Response:

LGB 2 Response:

☐ Waive ☐ Protest ☐ Lapsed ☐ Waive ☐ Protest ☐ Lapsed



Alaska Alcoholic Beverage Control Board

Form AB-17: 2020/2021 Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing liquor license that are due to renew by December 31, 2019. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed and submitted to AMCO's main office before any license renewal application will be reviewed. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	First Security Investment, Inc.	License #:	2851
License Type:	Beverage Dispensary		
Doing Business As:	Pagoda Chinese Restaurant		
Premises Address:	431 Santa Claus Lane		
Local Governing Body:	City of North Pole (Fairbanks North Star Borough)		
Community Council:	None		
Mailing Address:	431 N. Santa Claus Lane		
City:	North Pole	State:	AK
		ZIP:	99705

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual **must be a licensee** who is required to be listed in and authorized to sign this application.

Contact Licensee:	Xi Bin Lin	Contact Phone:	(907) 388-7000
Contact Email:	hene@pagoda-northpole.com		

Optional: If you wish for AMCO staff to communicate with an individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:	Anthony Perkins	Contact Phone:	(907) 347-9465
Contact Email:	aperkins486@gmail.com		



Alaska Alcoholic Beverage Control Board

Form AB-17: 2020/2021 Renewal License Application

Section 2 – Entity or Community Ownership Information

Licensees who directly hold a license as an individual or individuals should skip to Section 3. General partnerships and local governments should skip to the second half of this page. All licensees that are corporations or LLCs must complete this section. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). The CBPL Entity # below is neither your EIN/tax ID number, nor your business license number. You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	545440
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You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

BL

This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each shareholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application. You must list **ALL** of your qualifying officials, additional copies of this page or a separate sheet of paper may be submitted if necessary.

Name of Official:	Xi Bin Lin		
Title(s):	President; vice president; secretary	Phone:	(907) 388-7000
Mailing Address:	431 N. Santa Claus Lane		
City:	North Pole	State:	AK
		ZIP:	99705

Name of Official:			
Title(s):		Phone:	
Mailing Address:			
City:		State:	
		ZIP:	

Name of Official:			
Title(s):		Phone:	
Mailing Address:			
City:		State:	
		ZIP:	

[Form AB-17] (rev 09/17/2019)
License # 2851 DBA Pagoda Chinese Restaurant

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AMCO

OCT 11 2019



Alaska Alcoholic Beverage Control Board

Form AB-17: 2020/2021 Renewal License Application

Section 3 – Sole Proprietor Ownership Information

Entities, such as corporations or LLCs, should skip this section. This section must be completed by any licensee who directly holds the license as an **individual or multiple individuals** and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information.
The following information must be completed for each licensee and each affiliate.

This individual is an: ☒ applicant ☐ affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an: ☐ applicant ☐ affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 4 – Alcohol Server Education

This section must be completed only by the holder of a **beverage dispensary, club, or pub** license or **conditional contractor's permit**.
The holders of all other license types should skip to Section 5.

Read the line below, and then sign your initials in the box to the right of the statement:

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as set forth in AS 04.21.025 and 3 AAC 304.465.

Initials

BL

Section 5 – License Operation

Check a **single box** for each calendar year that best describes how this liquor license was operated:

2018 2019

The license was regularly operated continuously throughout each year.

☒ ☒

The license was regularly operated during a specific season each year.

☐ ☐

The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.

☐ ☐

The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both of the calendar years.
If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.

☐ ☐

[Form AB-17] (rev 09/17/2019)

License # 2851 DBA Pagoda Chinese Restaurant

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AMCO

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Alaska Alcoholic Beverage Control Board

Form AB-17: 2020/2021 Renewal License Application

Section 6 – Violations and Convictions

Applicant violations and convictions in calendar years 2018 and 2019:

Yes No

Have any notices of violation (NOVs) been issued for this license in the calendar years 2018 or 2019?

☐ Yes ☒ No

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2018 or 2019?

☐ Yes ☒ No

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

BL

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control Board.

BL

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

BL

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board or AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

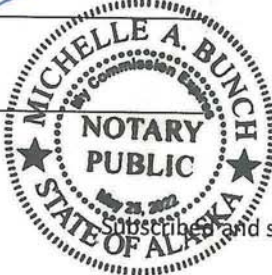
Signature of licensee

Signature of Notary Public

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 5-25-2022



Subscribed and sworn to before me this 30th day of September, 2019.

Seasonal License? Yes ☐ No ☒

If "Yes", write your six-month operating period: _____

License Fee:	\$ 2500.00	Application Fee:	\$ 300.00	TOTAL:	\$ 2800.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					

Department of Commerce, Community, and Economic Development
**CORPORATIONS, BUSINESS &
PROFESSIONAL LICENSING**

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database
Download / Corporations / Entity Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	FIRST SECURITY INVESTMENT, INC.

Entity Type: Business Corporation

Entity #: 54544D

Status: Good Standing

AK Formed Date: 8/29/1994

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2020 File Biennial Report

Entity Mailing Address: 431 SANTA CLAUS LANE, NORTH POLE, AK 99705

Entity Physical Address: 431 SANTA CLAUS LANE, NORTH POLE, AK 99705

Registered Agent

Agent Name: Xi Bin Lin

Registered Mailing Address: 431 SATE CLAUS LN, NORTH POLE, AK 99705

Registered Physical Address: 431 SATE CLAUS LN, NORTH POLE, AK 99705

Officials

☐ Show Former

AK Entity			
#	Name	Titles	Owned
	Xi Bin Lin	President, Treasurer, Director, Secretary, Vice President, Shareholder	100.00

Filed Documents

Date Filed	Type	Filing	Certificate
9/23/1993	Biennial Report		
8/29/1994	Creation Filing		
1/02/1996	Biennial Report	Click to View	
12/08/1997	Biennial Report	Click to View	
1/07/2000	Biennial Report	Click to View	
12/26/2001	Biennial Report	Click to View	
6/23/2004	Biennial Report	Click to View	
10/26/2005	Biennial Report	Click to View	
3/27/2007	Change of Officials	Click to View	
2/09/2008	Biennial Report	Click to View	
3/16/2010	Biennial Report	Click to View	
4/05/2012	Biennial Report	Click to View	
10/07/2013	Biennial Report	Click to View	
1/19/2016	Biennial Report	Click to View	
10/10/2017	Biennial Report	Click to View	

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MEMORANDUM

City of North Pole Clerk's Office

Judy L. Binkley, City Clerk

TO: Mayor Welch and City Council Members

FROM: Judy L. Binkley *JLB*

SUBJECT: Application for Liquor License Transfer

DATE: October 22, 2019

An application has been received by the State Alcohol and Marijuana Control Office (AMCO) for a liquor license renewal for the following:

License Type:	Beverage Dispensary	License Number:	780
Licensee:	The North Pole Pub, LLC		
Doing Business As:	North Pole Alehouse		
Premises Address:	2643 Old Richardson Hwy.		

AMCO is required under Alaska Statute to notify the City in writing that this establishment is renewing their liquor license so the City Council can file a "protest" if they so desire.

The City Council is provided information on any complaints regarding the establishment from the Police Department, Fire Department, and also if they are up to date with their City business license, water & sewer, and all sales tax.

As of this date, there are no departmental objections.

Sincerely,

Judy L. Binkley

Judy L. Binkley



THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7th Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

October 21, 2019

City of North Pole & Fairbanks North Star Borough

Attn: Kathy Weber

VIA Email: kathyweber@northpolealaska.org

kmajor@fnsb.us

License Type:	Beverage Dispensary	License Number:	780
Licensee:	The North Pole Pub, LLC		
Doing Business As:	North Pole Alehouse		
Premises Address:	2643 Old Richardson Hwy.		

☐ New Application

☒ Transfer of Location Application

☒ Transfer of Ownership Application

☐ Transfer of Controlling Interest Application

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

What is this form?

This transfer license application form is required for all individuals or entities seeking to apply for the transfer of ownership and/or location of an existing liquor license. Applicants should review Title 04 of Alaska Statutes and Chapter 304 of the Alaska Administrative Code. All fields of this form must be completed, per AS 04.11.260, AS 04.11.280, AS 04.11.290, and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

Section 1 – Transferor Information

Enter information for the *current* licensee and licensed establishment.

Licensee:	Red Pants, Inc.	License #:	780
License Type:	Beverage Dispensary	Statutory Reference:	04.11.090
Doing Business As:	The Refinery Lounge		
Premises Address:	6th & Old Richardson Hwy		
City:	North Pole	State:	Alaska
		ZIP:	99705
Local Governing Body:	The City of North Pole		

Transfer Type:

- ☒ Regular transfer
☐ Transfer with security interest
☐ Involuntary retransfer

OFFICE USE ONLY			
Complete Date:		Transaction #:	1155369
Board Meeting Date:		License Years:	
Issue Date:		BRE:	



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 2 – Transferee Information

Enter information for the new applicant and/or location seeking to be licensed.

Licensee:	The North Pole Pub, LLC.			
Doing Business As:	North Pole Alehouse			
Premises Address:	2643 Old Richardson Hwy.			
City:	North Pole	State:	Alaska	ZIP: 99705
Community Council:	City of North Pole			

Mailing Address:	431 Santa Claus Ln.			
City:	North Pole	State:	Alaska	ZIP: 99705

Designated Licensee:	Ariette Eagle-Lavelle			
Contact Phone:	907.378.2233	Business Phone:	907.378.2233	
Contact Email:	ariettelavelle@gmail.com			

Seasonal License? ☐ Yes ☒ No If "Yes", write your six-month operating period: _____

Section 3 – Premises Information

Premises to be licensed is:

☒ an existing facility ☐ a new building ☐ a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

.3 miles

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

.4 miles



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 4 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	

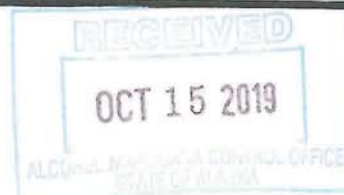
Section 5 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 6.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:	Arlette Eagles Lavelle				
Title(s):	President	Managing member	Phone:	907.378.2233	% Owned: 25
Address:	Member 828 8th Ave				
City:	Fairbanks	State:	Alaska	ZIP:	99701





Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Entity Official:	Michael Jeffrey Van Sickle			
Title(s):	Secretary Member	Phone:	907.347.4484	% Owned: 25
Address:	2235 Flight Street			
City:	North Pole	State:	Alaska	ZIP: 99705

Entity Official:	Xi-Bin Lin			
Title(s):	Treasurer Member	Phone:	907.388.7000	% Owned: 25
Address:	431 Santa Claus Ln.			
City:	North Pole	State:	Alaska	ZIP: 99705

Entity Official:	Lane-Walter Keator			
Title(s):	Member-Vice-President	Phone:	907.707.6575	% Owned: 25
Address:	959 West Chena hills Drive			
City:	Fairbanks	State:	Alaska	ZIP: 99709

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	10107462	AK Formed Date:	6/6/2019	Home State:	Alaska
Registered Agent:	Lane Keator	Agent's Phone:	907.707.6575		
Agent's Mailing Address:	959 West Chena hills Drive				
City:	Fairbanks	State:	AK	ZIP:	99709

Residency of Agent:

Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

☒ ☐





Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 6 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses:

Yes No

Does any representative or owner named as a transferee in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

☒ ☐

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

Ariette Eagle-Lavelle owns Beverage Dispensary License #270 dba:
Lavelle's Taphouse, LLC. Lavelle's Taphouse

Xi Bin Lin owns Pagoda Chinese Restaurant Beverage Dispensary License #2851

Section 7 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

☐ ☒

If "Yes", disclose the name of the individual and the reason for this authorization:



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Alcohol and Marijuana Control Office

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

alcohol.licensing@alaska.gov

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Section 8 - Transferor Certifications

Additional copies of this page may be attached, as needed, for the controlling interest of the current licensee to be represented.

I declare under penalty of perjury that the undersigned represents a controlling interest of the current licensee. I additionally certify that I, as the current licensee (either the sole proprietor or the controlling interest of the currently licensed entity) have examined this application, approve of the transfer of this license, and find the information on this application to be true, correct, and complete.



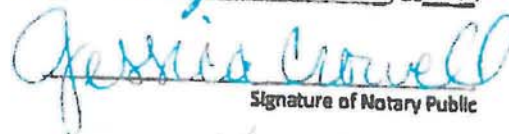
Signature of transferor

Paul S. Kannenberg

Printed name of transferor

Subscribed and sworn to before me this 5 day of July, 2019.





Signature of Notary Public

Notary Public in and for the State of Kansas

My commission expires: 11-16-21




Signature of transferor

Georgiann Kannenberg

Printed name of transferor

Subscribed and sworn to before me this 8th day of July, 2019.





Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: April 12, 2023



Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 9 – Transferee Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

AE

I certify that all proposed licensees have been listed with the Division of Corporations.

AE

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

AE

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

AE

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

AE

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.

Arlette E Lavelle

Signature of transferee

Arlette Eagle-Lavelle

Printed name

Subscribed and sworn to before me this 22nd day of August, 2019.

Carla Gilligan

Signature of Notary Public



Notary Public in and for the State of Alaska

My commission expires: 06/14/2023



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board Form AB-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office before any license application will be considered complete.

Yes No

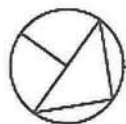
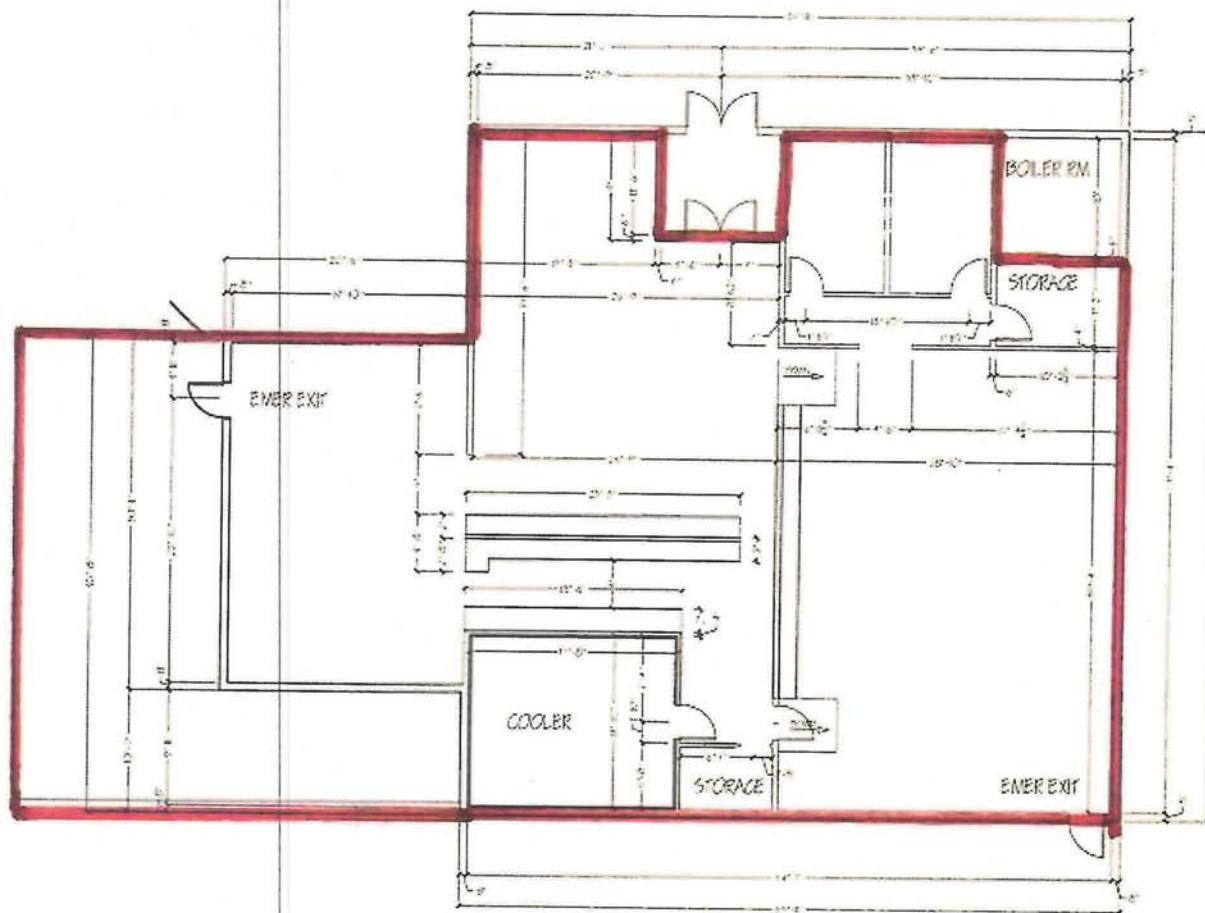
I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

☒ ☐

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	The North Pole Pub, LLC.	License Number:	780
License Type:	Beverage Dispensary		
Doing Business As:	North Pole Alehouse		
Premises Address:	2643 Old Richardson Hwy.		
City:	North Pole	State:	AK
		ZIP:	99705



NORTH POLE TAP HOUSE - FLOOR PLAN

SCALE: $\frac{1}{4}" = 1'-0"$

S&P PROPERTIES, LLC
TRACY PURDY
320 N. SANTA CLAUS LANE
NORTH POLE, AK 99705

907-378-8348

OCTOBER 9, 2019

NORTH POLE TAP HOUSE
FLOOR PLAN

2643 OLD RICHARDSON HIGHWAY
NORTH POLE, AK 99705

OCT 15 2019

ALASKA DEPARTMENT OF REVENUE
TAXES DIVISION

1 OF 1

SCALE: $\frac{1}{4}" = 1'-0"$

NOTES:

1. EXIST. VENTURE 60" x 60"
2. SW. DOOR IS PR. EXISTING 50" NO
MEASUREMENTS INCLUDED
3. SEE ARCHITECTURAL FOR
DIMENSIONS



North Pole, AK 99705



AMCO

AUG 22 2019

**CITY OF NORTH POLE
RESOLUTION 19-05**

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

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

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

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

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

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

Michael W. Welch

DeJohn Cromer

Thomas McGhee

Perry Walley

Santa Claus

David A. Skipps Sr.

Judy L. Binkley

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of North Pole, Alaska this ____ day of November, 2019.

Michael W. Welch, Mayor

ATTEST:

Judy L. Binkley, City Clerk

PASSED/FAILED

Yes:

No:

Absent:

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: October 29, 2019
Subject: Purchase of truck with service-body addition

The Public Works Department is requesting to purchase a 2020 Chevrolet truck off of the State of Alaska vehicle bid. According to the Municipal Code section 4.16.050, the City may make purchases off of other public entities' bids provided they satisfy the City's bidding requirements. The State of Alaska's vehicle bid satisfies the City's requirements. Other City departments have previously purchased vehicles off of the State's bid.

The total cost of the vehicle with added options is \$35,737. See the attached standard features and options to be included with the purchase. Public Works also sought and received three quotes to add a service body addition to the truck. These quotes are attached. The lowest quote is \$8,680. This supplier, Monroe Truck Equipment, will install the service body before the vehicle is delivered to North Pole. In addition, Monroe is located in close proximity to the Chevrolet dealership providing the vehicle making easy for Public Works to coordinate the installation of the service body.

Public Works is requesting to buy the truck and service body using its fleet funds. As of October 28, 2019, the Public Works Fleet fund has a balance of \$92,697.70 (see attached).

CITY OF NORTH POLE
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

PUBLIC WORKS FLEET RESERVES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REVENUE</u>					
	<u>REVENUE</u>					
24-00-3-900	VEHICLE SALE	4,782.50	4,782.50	1,500.00	(3,282.50)	318.8
24-00-3-998	TRANSFER IN FUND BALANCE	.00	.00	58,500.00	58,500.00	.0
24-00-3-999	TRANSFER IN	.00	.00	20,000.00	20,000.00	.0
	TOTAL REVENUE	4,782.50	4,782.50	80,000.00	75,217.50	6.0
	TOTAL REVENUE	4,782.50	4,782.50	80,000.00	75,217.50	6.0
	<u>OTHER</u>					
24-10-9-922	VEHICLE PURCHASE	.00	.00	80,000.00	80,000.00	.0
	TOTAL OTHER	.00	.00	80,000.00	80,000.00	.0
	TOTAL DEPARTMENT 10 EXPENDITURES	.00	.00	80,000.00	80,000.00	.0
	NET REVENUE OVER EXPENDITURES	4,782.50	4,782.50	.00	(4,782.50)	.0

CITY OF NORTH POLE
BALANCE SHEET
OCTOBER 31, 2019

PUBLIC WORKS FLEET RESERVES

ASSETS

24-00-1-000	CASH: COMBINED		92,697.79	
	TOTAL ASSETS			92,697.79

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
24-00-2-900	FUND BALANCE	87,915.29		
	REVENUE OVER EXPENDITURES - YTD	4,782.50		
	BALANCE - CURRENT DATE		92,697.79	
	TOTAL FUND EQUITY			92,697.79
	TOTAL LIABILITIES AND EQUITY			92,697.79

Standard Equipment: Class 148CC 1 Ton Crew Cab Chassis 2 Wheel Drive

Color: OEM White (Any other color requires prior authorization)
 Darkest of OEM manufacturers Standard Cloth Upholstery Interior, (cloth or cloth with vinyl trim)
 Seating for five (5) including driver
 GVWR: 12,500 Pounds minimum
 Engine: Gas Minimum 6.7 Liter
 Transmission: Automatic Minimum 5 Speed with PTO Provision (PTO only available with Diesel on Chevy)
 2WD (4X2)
 Dual Rear Wheels
 CA (Cab to Axle Dimension): 60 Inches
 Steering: Full Hydraulic Power or Power Assist Type
 HD Shock Absorbers front and rear
 Tires & Wheels: Rated for Axles, Steel Belted Radials (tubeless) to include full
 Fuel tank size 40 gallons
 40/20/40 Split Bench Cloth Front Seat
 Air Conditioning
 Cruise Control/Tilt Wheel
 Power Windows/Power Door Locks
 Keyless Remote Entry w/ 2 Fobs
 Mirrors: Outside - Trailer Tow Power mirrors left and right, driver adjustable
 AM/FM/CD (CD not available on Ford)
 Rubberized Vinyl Flooring
 OEM Up-fitter Switches
 Tow Hooks, 2 each front, bolted to frame

Replacing Vehicle:

Alaska Sales & Service
 Contact: Daniel Bacon
 1300 East 5th Avenue
 Anchorage, Alaska 99501
 Phone: 265-7535
 Fax: 265-7507
danielb@aksales.com

Kendall Ford
 Contact: Ray Marcum
 431 Unga Street
 Anchorage, Alaska 99501
 Phone: 793-8213
 Fax: 793-8255
raymarcum@kendallauto.com

Model: Silverado WT
Model: CC31043
Engine: 6.7 V-8
\$31,287.00
Chevrolet

Model: F350
Model: W3G
Engine: 6.7 V-8
\$33,687.00
Ford

AVAILABLE OPTIONS	
1	4x4 in lieu of 2 wheel drive
1	Turbo Diesel Engine w/ PTO Provision on Transmission in lieu of gas engine
1	Cloth Bucket Seats with Center Console
1	Plow Prep Package (See Dealer Notes)
1	OEM Trailer Brake Controller
1	OEM Stereo with CD and Hands Free Communication System
1	OEM Auto Start
1	Shipping to Fairbanks (See Dealer Notes)
1	Shipping to Juneau (See Dealer Notes)

1=yes

0=no

\$2,660.00	\$1,926.00
\$9,895.00	\$10,110.00
\$465.00	\$315.00
\$275.00	\$250.00
STD	\$260.00
STD	STD
\$470.00	\$250.00
\$580.00	\$725.00
\$0.00	Call For Quote

\$ 35,737

\$45,632.00

\$47,523.00

Purchase

Don't Purchase



Monroe Truck Equipment
 2400 Reo Drive
 Flint, MI 48507
 Ph./Fax: 608-329-8378/608-329-8521
 www.MonroeTruck.com

Sourcewell



QUOTATION # 7TJS011645

Job Order #: _____
 Quote Date: 10/14/2019
 Quote valid until: 11/13/2019
 Terms: NET 30
 Salesperson: CHAPMAN, DAVE
 Quoted by: Tyler Smith
 Email: tsmith@monroetruck.com

Customer: ALASKA SALES & SERVICE (CH) Contact: _____ Dealer Code: 19020
 1300 E 5TH AVE Phone: 907-279-9641 Fax: 907-265-7507 Sourcewell Member #: _____
 ANCHORAGE, AK 99501 Email: _____ P.O. Number: _____

Re-Assign (Required for all pool units): ☐ Fleet ☐ Retail
 MSO/MCO (ONLY check if legally required): ☐ MSO ☐ MCO

Accepted by: _____ Date: _____
 Customer must fill out all information above before the order can be processed.

Chassis Information

Year: 2020 Make: CHEVROLET Model: 3500 CHASSIS CAB Chassis Color: _____ Cab Type: CREW
 Single/Dual: DRW CA: 60.0 CT: -1.0 Wheelbase: 172.0 Engine: _____ F.O. Number #: _____ Vin: _____

Comments:

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

Description	Amount
-------------	--------

108" MSS II SERVICE BODY W/ STEEL TOP PACKS
 - STEEL UNDERSTRUCTURE
 - 48.5" LOAD SPACE
 - A60 GALVANNEALED DIAMOND PLATE FLOOR
 - 18 GA OUTER DOOR SKIN, DOUBLE PANEL DOOR CONSTRUCTION
 - STAINLESS STEEL ROTARY PADDLE LATCHES & BOLT-ON DOOR HINGES
 - NITROGEN GAS STRUT DOOR HOLDERS
 - AUTOMOTIVE BUBBLE TYPE & MECHANICAL DOOR SEALS
 - ADJUSTABLE COMPARTMENT TRAYS/SHELVES
 - (1) SHELF IN EACH FRONT, HORIZONTAL & REAR COMPARTMENTS
 - KNEE BRACED SLAM ACTION TAILGATE
 - SEAMLESS WHEELHOUSE PANEL W/ POLY CARBONATE FENDER FLARES
 - LED S/T/T LIGHTS RECESSED IN POOCHED STEP BUMPER
 - ACRYLIC E-COAT IMMERSION PRIMER SYSTEM & POWDER COATED
 - INSTALLED

INSTALL FACTORY BACKUP CAMERA (REQUIRED FOR 10,000 OR LESS GVWR)

***In compliance with FMVSS 111 regulations, as of May 01, 2018, Monroe Truck Equipment is required to install a rearview backup camera on all vehicles with a GVWR of 10,000 lbs. or less.

TRAILER RECEPTACLE

2-1/2" RECEIVER HITCH w/2" INSERT
 - 1800 TONGUE CAPACITY / 18,000 TOWING CAPACITY

POOL CHASSIS

***PRICING ON QUOTES FOR 2020 GM 2500/3500 CHASSIS SUBJECT TO CHANGE UPON CHASSIS PRODUCTION

Additional Options:

Description	Amount	Add to quote? Yes / No
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Notes:

♦ Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.



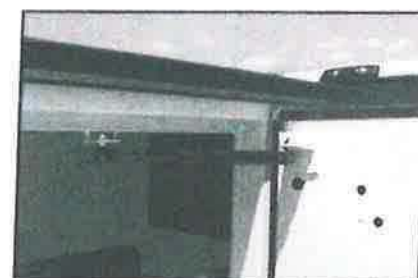
GENERAL MOTORS FLEET
DESIGN & SERVICE MATCHBACK TOGETHER



SERVICE BODIES

Standard Features:

- 18 Gauge Steel Outer Skin with Double Paneled Construction and Internal Reinforcement
- Nitrogen Gas Strut Door Holders
- Knee Braced Slam Action Tailgate with MTE Pooched Bumper with Black Powder Coat Finish
- L.E.D. Stop/Turn/Tail Lights
- Poly Carbonate Fenders Flares
- FMVSS Compliant Lighting
- Acrylic E-Coat Immersion Primer System & Powder Coat White Finish
- 6-Year Limited Warranty



Options

- MTE Ladder Rack
- Liftgate
- Crane, Cab Rack, Liner
- Material Rack

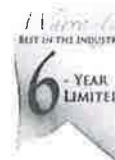
Body Length	Body Width	Axle	No. of Side Compartments	Body Weight
98"	77.8"	SRW	6	996 Lbs.
108"	91.8"	DRW	6	1,309 Lbs.
132"	91.8"	DRW	8	1,597 Lbs.



This package includes all the features & benefits of the standard MSSII Service Body, PLUS...

- Top Packs with Bright Aluminum Lids
- Bright Aluminum Trim on Tailgate

Also Available: Optional Forklift-Loadable Ladder Rack



For product brochure, image gallery, and product specifications, visit www.monroetruck.com.

Tube f t in

888-878-8777



www.monroetruck.com



Quote Only
White Spruce Trailer Sales
2156 Bunge St.
North Pole, AK 99705
(907) 488-3004 Fax: (907) 488-2551

Ref #: 15874
Date: 10/15/2019
Salesperson: Daniel E Swank
Email:

Customer: City of North Pole, Public Works

Address: 125 Snowman Lane
North Pole, AK 99705
E-Mail: tom.blair@northpolealaska.org
PO#

Phone: (h)
(c) (907) 347-0545
(w)
(f)

Trade Information:

Trade:
VIN:
Allowance: \$0.00
Payoff: \$0.00

Loan Information:

Finance Company:

Address:

APR: 0.00%
Term: -1 months
Approx. Monthly Payment: **\$0.00**

Selling Price Summary:

Sales Price	\$9,295.00
Discount	\$0.00
Trade Allowance(s)	\$0.00
Optional Equipment & Accessories	\$2,139.90
Net Selling Price	\$11,434.90
Commercial Reg.	\$0.00
Personal Reg	\$0.00
Title Certificate	\$0.00
Permanent Reg	\$0.00
Handling Fee	\$0.00
Transport Fee	\$200.00
Document Fee	\$0.00
M.V.R.T	\$0.00
Lien Recording	\$0.00
3% Card Fee	\$0.00
Trade Payoff(s)	\$0.00
Total Amount Due	\$11,634.90
Less Down Payment	\$0.00
Balance or Amount Financed	\$11,634.90

Dealership Signature _____ Date _____

Buyer Signature _____ Date _____

Buyer Signature _____ Date _____

Terms & Conditions

THIS SHEET ACTS AS AN OFFICIAL PURCHASE AGREEMENT AND MSRP.

All trailer sales are final.
We accept parts returns up to 30 days with a 10% restocking fee
No returns on electrical items, special orders, or clearance items
A \$500 non-refundable deposit holds a trailer for 2 weeks.

multi piece doors, reinforced to prevent flexing and sagging in our doors. Our doors will shut, seal, and perform better than any door in the market.

16 gauge (A60) galvaneal body: Steel thickness provides strength, that's why we use the thickest steel in the service body industry.

This is a cash/check/financ

Notes

Optional Equipment & Accessories

Quantity	Part #	Description	PRICE
1.00	MISC	Mounting Kit and Wiring Harness	\$250.00
1.00		Install Service Body (Original Bed Not Attached) (\$1900 if bed	\$1,600.00
1.00	RN40999	Endurance Vehicle End 7RV W/5&4 Flat,OEM Plug	\$26.95
2.00		Hitch Install	\$125.00
1.00	RN47214	HARNESS VEHICLE ADAPTER BARE WIRES TO GM/FD OEM	\$12.95
Total Optional Equipment & Accessories			\$2,139.90



BOB'S SERVICES, LLC

2009 SPAR AVENUE

ANCHORAGE, ALASKA 99501

SHOP (907) 276-3221 - FAX (907) 276-1972

Sales Order

Order Number: 0069909

Order Date: 10/10/2019

Salesperson: 0500

Customer Number: 00-ASS

Sold To:

Alaska Sales & Service
1300 E. 5th Ave.
Anchorage, AK 99501

Ship To:

Alaska Sales & Service
1300 E. 5th Ave.
Anchorage, AK 99501

(907) 279-9641

Confirm To: DAN

Customer P.O.	Ship VIA	Comment		
		5108D54F40 SERVICE BODY		
Item Number	Description	Description	Price	Amount
*KN1108D54F40	1.00	500 SERIES BODY, 60" CA, DRW 5108D54F40 - Fliptop - Steel Service Bodies	11,542.00	11,542.00
<p>Prices include the following standard features:</p> <ul style="list-style-type: none"> •Two (2) adjustable divider shelves & dividers, street & curb side front vertical compartment. •One (1) adjustable divider shelf & dividers, street and curb side full height rear vertical compartment •One (1) adjustable divider shelf & dividers, curb side horizontal compartment •Automotive quality rotary latches & double spring over center door retainers on all vertical doors, one (1) 12" slam tailgate •Light mounting holes for Knapheide lights 				
KN26050039	1.00	94" WIDE GALVA GRIP BUMPER	574.00	574.00
KN20048435	1.00	KIT ALUM. FUEL FILL CUP FORD	98.00	98.00
KN26103556	1.00	TAIL LIGHT WIRING HARNESS	82.00	82.00
*TF FUEL KIT	1.00	P/U BOX DELETE FUEL KIT	375.00	375.00
*MTGKIT	1.00	SB MOUNTING KIT	400.00	400.00
BSIDWSRVBDPNT	1.00	Labor/Mtrl Paint DW Srvc Body	1,680.00	1,680.00
BSIMFINSTALL	1.00	MUD FLAP INSTALL	78.42	78.42
BSIBAINSTALL	1.00	BSI BACKUP ALARM INSTALL	89.53	89.53
BSICLASS IV	1.00	CLASS IV HITCH INSTALLED	477.00	477.00
BPTC1007	1.00	Trailer Connector , 7 Pin Roun	9.98	9.98
BSIWIRE	1.00	WIRE TRAILER PLUG	120.75	120.75

Net Order: 15,526.68

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: October 29, 2019
Subject: Tuition reimbursement for Melanie Swanson

Melanie Swanson is pursuing an Associate's Degree in Applied Science in Business on-line from Purdue University. As the Utility Clerk, Ms. Swanson's position is divided across four departments—Utility, Building, Accounting and Clerk. Her Applied Science in Business has direct applications to utility billing, Building Department financial issues and the financial work supportive of the Clerk and Accounting Departments. For the semester starting In December 2019, she is requesting tuition support for Accounting II and Macroeconomics. I am requesting that Ms. Swanson receive tuition support for these two courses not to exceed \$1,200. The exact cost of the two classes will not be determined by the institution until December when she matriculates in the classes.

I propose dividing the expenses among the following accounts:

Sewer (42-12-5-510)	\$400
Building (04-10-5-510)	\$400
Administration (01-51-5-510)	\$200
Clerk (01-52-5-510)	\$200
Total	\$1,200

Memo

To: Bill Butler, Director of City Services
From: Melanie Swanson, Utilities Billing Clerk
Date: October 23, 2019
Re: Reimbursement Request Authorization

Bill, I am writing this request in consideration for tuition reimbursement of upcoming classes that I have starting next term. On December 4, 2019 I will begin Macroeconomics and Accounting II. These are required studies for my Associates of Applied Science in Business Administration.

Macroeconomics is useful to help deal with economic issues that our state and city will face and will give me the tools to deal with customers and what issues they may face in paying their bills and to assist in forecasting issues that affect the city, particularly in those related to the Building Department. Accounting II will continue to provide me the knowledge in understanding the financial aspects of budgeting for the Utility, Public Works, and Building Departments.

Respectfully Submitted,



Melanie Swanson

Utility Billing Clerk



Lateral Police Officer

Wage Discussion



- ▶ Impeccable reputation
- ▶ Police Officer, Sergeant, and Lieutenant (Almost 23 years of experience)
- ▶ Great Experience Officer, Sergeant, Lieutenant, SWAT, FTO, K-9.....
- ▶ Very family orientated
- ▶ Driven / Letters of Commendation / Medal of honor
- ▶ Significant command experience
- ▶ See Resume'

Wage

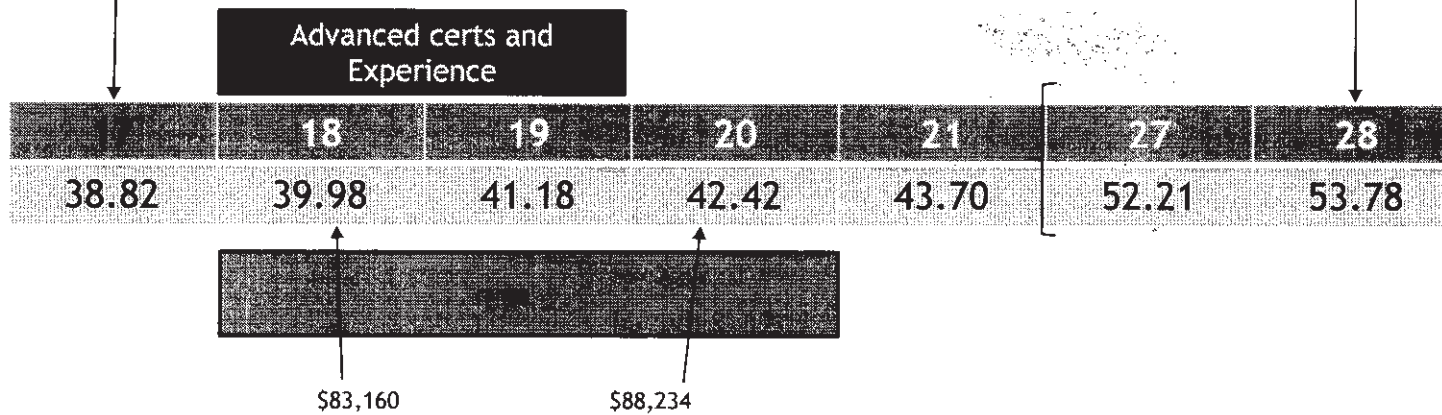
- ▶ Currently making \$48.00 an hour base wage.
- ▶ Made approximately \$100,000+ in 2018 with FPD.
- ▶ NO 2019 - Annual Increase due to last quarter hire.
 - ▶ We are discussing more about competitive police wages.

Will not qualify for Advanced till 2021

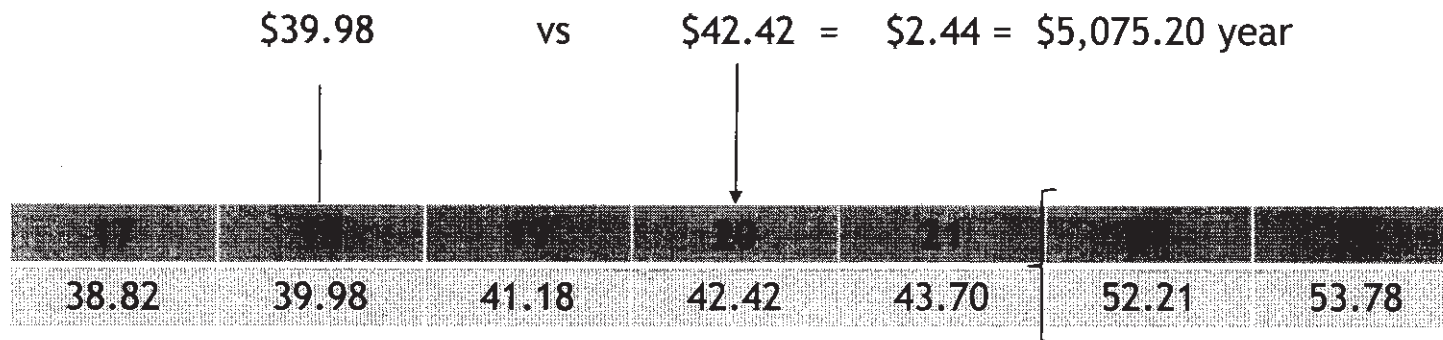
Pay Scale

22 years = 11 steps + PO 3 = 6 more steps

Year for year



Overall Budget Costs Considerations



- ▶ A new hire will cost us approximately \$12,400 - \$14,000 for academy
- ▶ Costs to certify to this level is estimated at \$50,000 - \$75,000 (\$150,000 + wages)
 - ▶ Plus years of experience and time

What is the median income in Alaska?
 The median household income in Alaska also rose from **\$73,355** to **\$76,440**, not adjusted for inflation over that time period, according to new Census data. Sep 14, 2017

Households in North Pole, AK have a median annual income of **\$69,806**, which is more than the median annual income in the United States. Look at the data to see how the median household income in North Pole, AK compares to that in its parent location.

North Pole, AK | Data

<https://datausa.io/profile/geo/north-pole-ak>

Thank you

Chief Steve Dutra

Memorandum

To: *North Pole City Council*

From: *Tricia Fogarty, CFO*

Date: 10/30/2019

Re: Request to open a Moose Creek Project Fund (Fund 44)

Due to the nature of the Moose Creek Water Project, I am requesting to open up a new fund in order to better track the project expenses and deferred revenues. By putting this project into its own fund this will be more transparent and will make the federal single audit a smoother process.

Thank you
Tricia