



***CITY OF NORTH POLE***  
**Regular Meeting December 02, 2019**  
**North Pole Council Chambers**  
**125 Snowman Lane, North Pole, Alaska**  
[www.northpolealaska.com](http://www.northpolealaska.com)

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***Monday, December 02, 2019***  
**Committee of the Whole: 6:30 p.m.**  
**Regular City Council Meeting – 7:00 p.m.**

**MAYOR**

Michael Welch  
488-8584

**CITY CLERK**

Vacant

**COUNCIL MEMBERS**

Perry Walley – Mayor Pro Tem	347-0135
Santa Claus – Deputy Mayor Pro Tem	388-3836
Aino Welch – Alt. Deputy Mayor Pro Tem	488-5834
DeJohn Cromer	347-2808
David Skipps	750-5106
Thomas McGhee	455-0010

- 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**
  - November 4<sup>th</sup> Council Meeting
  - November 11<sup>th</sup> Council Meeting
- 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. Ordinance 19-20, An Ordinance of the North Pole City Council Establishing the 2020 Operating Budget and Capital Budget and Levying the Mill Rate.
- b. Ordinance 19-21, An Ordinance of the City of North Pole, Alaska to Amend Title 13, Public Services Utility Rates for 2020.

**12. New Business**

- a. Ordinance 19-22, An Ordinance of North Pole, Alaska to Amend the 2019 Operating Budget.
- b. Resolution 19-06, A Resolution of the North Pole City Council Designating City Officials Authorization to Sign on City of North Pole Accounts.
- c. Resolution 19-07, A Resolution Establishing the 2020 City of North Pole Bed Tax Grant Distribution.
- d. Request to Approve Gifting of Retirement Pistol to Sgt. Bellant.
- e. Request to Award the Moose Creek Water Expansion Pipe Procurement contract to the Lowest Cost Responsive Bidder Core & Main totaling \$1,507,415.74.

**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](http://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, NOVEMBER 04, 2019  
NORTH POLE CITY COUNCIL CHAMBERS  
125 SNOWMAN LANE, NORTH POLE, ALASKA

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Mayor Michael Welch called the regular City Council meeting of Monday, November 04, 2019 to order at 7:00 p.m. with the following Council Members in attendance:

Council Members Present: Santa Claus  
DeJohn Cromer  
Thomas McGhee  
David Skipps  
Perry Walley  
Aino Welch

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 Welch.

**APPROVAL OF AGENDA**

**Mr. McGhee moved to approve the agenda of November 04, 2019.**

**Seconded by Mr. Claus.**

**Discussion**

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

**New Business:**

- b.** Liquor License Renewal for First Security Investment, LLC dba Pagoda Chinese Restaurant.
- c.** Liquor License Transfer for The North Pole Pub, LLC dba North Pole Alehouse.
- d.** Resolution 19-05, A Resolution of the North Pole City Council Designating City Officials Authorization to Sign on City of North Pole Accounts.

- 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.
- 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.
- h. Request to Approve Travel for Council Member Claus to AML in November 2019.
- j. Request for Approval to Open a Moose Creek Project Fund.

**And to remove the following item:**

**New Business:**

- f. Request to Approve the Purchase of Two Model Ford F350XL, Model X3B Pickup Trucks for the Utility Department with a Combination of the Department's Fleet Funds and Utility Reserves.

**Seconded by Ms. Welch.**

**Discussion**

None

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AMEND THE AGENDA OF NOVEMBER 04, 2019 AS FOLLOWS:

YES: 7 – McGhee, Skipps, Cromer, Walley, Claus, 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 NOVEMBER 04, 2019 AS FOLLOWS:

YES: 7 – McGhee, Skipps, Cromer, Walley, Claus, Welch, Welch

NO: 0

ABSTAIN: 0

**Mayor Welch** declared the MOTION CARRIED

**APPROVAL OF MINUTES**

**Mr. McGhee moved to approve the Minutes of October 21, 2019.**

**Seconded by Mr. Skipps.**

**Discussion**

None

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

YES: 7 – McGhee, Skipps, Cromer, Walley, Claus, Welch, Welch

NO: 0

ABSTAIN: 0

**Mayor Welch** declared the MOTION CARRIED

**COMMUNICATIONS FROM THE MAYOR** (Audio 2:59)

- Re-organization of Council
  - Mayor Pro Tem – Perry Walley
  - Deputy Mayor Pro Tem – Santa Claus
  - Alt Dep Mayor Pro Tem – Aino Welch
- Attended the opening session of Alaska Federation of Natives (AFN).
- Former Councilman Isaacson and Mayor Welch attended the 354<sup>th</sup> Readiness Squadron. 10 Airman were pinned on new stripes. Former Councilman Isaacson was inducted as an honorary Commander.
- Went to the Food Bank for the Alaska Peace Officer Association challenge. Came home with the Empty Bowl award. The North Pole Police Department collected 2224 pounds of food.

**COUNCIL MEMBER QUESTIONS OF THE MAYOR** (Audio 10:48)

- **Mr. McGhee** stated he had walked out of the last budget session because of a violation of the open meeting act and asked if he was aware of the full process and procedure. He also stated that he counseled with the city attorney and learned that the finance committee is not an approved committee. **Mayor Welch** replied that he had a discussion with Mr. Wilson today that workshop sessions were made open to the public and there was no violation as he saw it. The finance committee was no different than a committee he served on in 2007 and according to what he had described, Mr. Wilson did not think that it had been violated. **Mr. McGhee** replied that committees are to be voted on and approved by the council and he was going by the code of ordinances. He also stated there was an addition at the end of the last budget session meeting that pay scale changes were being considered that employees and the public were not notified about. The biggest concern he has is that it affects all employees in the long run. **Mr. Claus** stated he had attended one of the finance meetings as a member of the public (inaudible) and that would constitute a form of public notice, he believes.

## **COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK**

### **Fire Department, Chief Coon**

- We have made a conditional offer to fill the vacant firefighter position. It will still take until early December to have the position filled. We are only waiting on the Dr.'s physical to finish up the hiring.
- October was fire prevention month and we hosted dozens of station tours for elementary and day care kids. Last weekend when changing your clocks, you should have changed the battery in your smoke alarm.
- At the request of the Mayor I have participated with the other department heads in a training seminar with Confluence Consulting 49 LLC.
- I attended the "RESAC" regional emergency services advisory committee meeting. The committee is tasked with making recommendations to the Borough Assembly on improving emergency services.
- I completed the 1<sup>st</sup> quarter EMPG grant report.

#### Training:

- We have one member finishing up her firefighter 1 training and two members in EMT 1 class.
- Two members attended the EMS symposium in Anchorage last week.
- The Fire Department participated in a planning teleconference for a patient movement exercise in February.
- DC Heineken has been working with the staff on finishing up some training. Training is a big component in our ISO rating and one that the department takes very seriously.

#### Maintenance Report:

- The forced air furnaces in the annex were installed and are up and running without any issues.
- M-21 went into the shop for a recall but is back in service.
- B-shift is still working on oil changes apparatus inspections.

### **Finance, Tricia Fogarty**

- In early October we received our second payment of PDF garnishments in the amount of \$28,201. We are really close to making our budgeted amount.
- We received our first portion of property taxes in the amount of \$390,688.
- The first full month of interest that we earned on the 3.3 million with the AML investment group was \$5,256 for the month of September.
- The request that was approved to move ice rink funds to the Borough cannot be used by the Borough this year. It will go to the assembly in January.

### **Police Department, Chief Dutra**

- Swearing in of Officer Wages and Officer Werner.
- Retirement of Sgt. Bellant – December 9<sup>th</sup> is his last day. 20 years of service and we are thankful.
- APOA food drive – involved all interior law enforcement agencies. NPPD won with over 2000 lbs. of food. Topped next closes agency by 200 lbs. Great job everyone. Special shout out to Ron Rady and Benny Lin for their donations that helped put us over the top.
- Hiring – have one additional applicant in tonight's packet. One more lateral and 3 additional new applicants. Academy is filling up fast so we need to make hire ASAP.
- Det. Tibbetts just accepted job offer with Seattle PD. Last day will likely be end of November.
- I will be doing presentation to North Pole Chambers on the 13<sup>th</sup>.
- Glow sticks was a popular event – 600 glow sticks handed out in about an hour. Incredible amount of kids trick or treating in NP. Thanks to Lions Club volunteers and Lt. Lindhag and family, my daughter and wife, Det. Milne and Ofc. Jim McBroom. It was a team effort.
- Police budget presented – please feel free to contact me if you have any questions.

### **Borough Representative**

None

### **City Clerk, Judy Binkley**

- We received 8 applications for the 2020 Hotel/Motel Bed Tax Grant. I'm preparing what is needed for the Committee meeting on Tuesday, November 26<sup>th</sup> at 6pm.
- We have a Council meeting next Tuesday as Monday is a holiday and the following week is AML. If any Council members would like to go, please let me know ASAP.
- I want to thank Council for the opportunity to have been your City Clerk for the last two and a half years. It's been an honor.

### **ONGOING PROJECTS**

- **Mayor Welch** announced there will be an all hands meeting on November 27<sup>th</sup> at noon in the council chambers for all employees on duty that day. Moody Brews will be catering lunch. A head count is due by Monday, November 25<sup>th</sup>.

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

None

### **OLD BUSINESS**

None

## **NEW BUSINESS**

### **ORDINANCE 19-20, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO ESTABLISH THE 2020 OPERATING BUDGET AND CAPITAL BUDGET.**

Mayor Welch introduced the ordinance.

**Mr. Walley** *moved to Introduce Ordinance of North Pole City Council establishing the 2020 Operating Budgets and a Capital Budget for advancement.*

**Seconded by Ms. Welch**

### **Public Comment**

None

### **COUNCIL COMMENTS**

**Mayor Welch** asked if there was any further discussion?

**Mr. McGhee** stated he would not approve a one mil increase in property taxes and that there were a number of items he did not agree with, including hiring a part time Admin employee. He says raising the sales tax instead of property taxes would take the burden off of property owners.

**Mayor Welch** discussed sales tax and mil rate history in the City and how it affects its residents.

**Ms. Welch** stated an increase in property taxes will result in extra services to residents.

**Mr. Walley** stated we have one of the lowest mil rates in the state. We could fall short with sales tax. The budget is not perfect but an increase of one mil could help bridge the gap in moving forward.

**Mr. McGhee** commented that he is in favor of a sales tax increase. He wants to meet with Ms. Fogarty to discuss hiring a part time Admin employee. He understands the needs of the fleet funds and of Public Works. He thinks we should tax the ones using the system, not the property owners in order to provide for the needs of the City.

**Mayor Welch** stated that an online sales tax is something we have to do. By raising the mil rate by ½ a mil, increasing the sales tax and raising the exemption to \$300, we should be able to slide home.

**Mr. McGhee** **moved to amend Ordinance 19-20 an Ordinance of the North Pole City Council Establishing the 2020 Operating Budget and Capital Budget by increasing the**



**sales tax to 5.5%, removing the one mill rate increase request and leaving it at its current rate of 2.499.**

**Mr. McGhee** motion to extend the rules to 10:30

*Seconded by Ms. Welch*

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AMEND ORDINANCE 19-20 AS FOLLOWS:

Yes: 7 – Walley, Welch, Claus, McGhee, Skipps, Cromer, Welch

No: 0

Abstain: 0

Mayor Welch declared the MOTION CARRIED

Mayor Welch called to suspend the rules for a 3 minute recess.

**REQUEST TO APPROVE WAGE DETERMINATION FOR A LATERAL HIRE IN THE POLICE DEPARTMENT**

**Chief Dutra** Currently Kurt Lockwood is a Police Lieutenant with the Fairbanks Police Department. I have given the council a copy of Lieutenant's Lockwood's resume. Kurt Lockwood has been a police officer for 23 years, he has experience with SWAT operations, canine handling and is a canine instructor, snowmobile safety instructor, firearms instructor, field training instructor, the list go's on and on. His professionalism is beyond the norm. I would ask that you consider \$41.18 per hour as a minimum and at \$42.42 he would be making more than my Lieutenant. \$41.18 is a good number it is respectable wage.

**Mr. McGee** *Move to* introduce the wage determination for a lateral in the Police Department.

**Mrs. Welch** *Seconded the Motion*

**COUNCIL COMMENTS**

**Mr. McGhee:** Mr. Lockwood you are very impressive for the Fairbanks Police Department, this is a home town community. You will be taking a pay cut and your job is going to change, the work load won't be the same so the wage won't be the same. If we come in at the \$41.18 step 19 in 2021 his wage will be \$42.42.

**Mr. Walley:** The health care and PERS cost are already budgeted for, If we pass this wage.

**Mr. Claus:** I am glad to see senior members of our departments are here, I am happy to see prepared employees. Thank you very much to be willing to come into our community. I personally thinking it's worth the higher rate.

**Mr. McGhee** *Moved to approve the new hire at \$41.18 as the Chief has requested.*

**Mr. Cromer** *Seconded.*

#### A ROLL CALL VOTE WAS TAKEN ON THE MOTION

Yes: 7 – McGhee, Skipps, Cromer, Walley,

No: 3 Welch, Claus, Welch

Abstain: 0

#### COUNCIL COMMENTS

**Mr. McGhee:** I thank the council for supported the amendment to lower the mill rate back and increase the sales tax. In the future we need to follow the Robert rules and our meeting rules.

**Mr. Skipps:** I want to welcome back our two new council members.

**Mr. Cromer:** I am going to miss Judy Binkley, I didn't think I was going to raise sales tax but I just did tonight.

**Mr. Walley:** I want to thank the two new council members back having them on the council brings good historical information. Going to the budget meetings we have a requested column, that was brought up by Councilman Thompson to have the requested column so in future budget meetings. They council wanted to know what was requested and what the Mayor proposed, so the council can have both sides of the story. I need to request that I have Dec 9<sup>th</sup> and Jan 6<sup>th</sup> I will be out on my biannual vacation.

**Mr. Claus:** Please be careful out there some of the roads are slippery and some aren't to bad. Thank you for the nice welcome back on the council.

**Mrs. Welch:** Thank you for returning to the city council, it's nice to see the council engaging in the discussions.

**Mr. Welch:** Thank you to the two new council members. It was my intention that we advertised that we will be out there and open and that it will be transparent.

**Mr. Skipps** *moved to adjourn the meeting at 10:30 p.m.*

**Seconded by Mr. McGhee.**

The regular meeting of Monday, November 04, 2019 adjourned at 10:30 p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Monday, December 02, 2019.

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Michael W. Welch, Mayor

**ATTEST:**

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Tricia Fogarty, Acting City Clerk



NORTH POLE CITY COUNCIL  
REGULAR MEETING MINUTES, NOVEMBER 12, 2019  
NORTH POLE CITY COUNCIL CHAMBERS  
125 SNOWMAN LANE, NORTH POLE, ALASKA

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Mayor Michael Welch called the regular City Council meeting of Monday, November 12, 2019 to order at 7:00 p.m. with the following Council Members in attendance:

Council Members Present: Thomas McGhee  
David Skipps  
DeJohn Cromer  
Perry Walley  
Santa Claus  
Aino Welch  
Mayor Welch - Absent

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 Pro Tem, Perry Walley asked everyone to join him in the Pledge of Allegiance.

**INVOCATION**

The Invocation was given by City Council Member McGhee.

**APPROVAL OF AGENDA**

**Mr. McGhee moved to approve the agenda of November 12, 2019.**

**Seconded by Ms. Welch.**

**Discussion**

**Mr. McGhee moved to Amend by consenting items: a and b. under New Business.**

**Seconded by Mr. Skipps.**

**New Business:**

- a. Ordinance 19-21, An Ordinance of the City of North Pole, Alaska to Amend Title 13, Public Services Utility Rates for 2020.
- b. Request for Authorization to Contract with Patrick Mechanical, LLC to Replace One of the Water Treatment Plant Boilers.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AMEND THE AGENDA OF NOVEMBER 12, 2019 AS FOLLOWS:

YES: 6 – McGhee, Skipps, Cromer, Claus, Wally

NO: 1-Welch

ABSTAIN: 0

**Mayor Pro Tem, Perry Walley** 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 NOVEMBER 12, 2019 AS FOLLOWS:

YES: 6 – McGhee, Skipps, Cromer, Walley, Claus, Welch,

NO: 0

ABSTAIN: 0

**Mayor Pro Tem, Walley**, declared the MOTION CARRIED

**NO MINUTES PROVIDED FOR THE NOVEMBER 4<sup>TH</sup> COUNCIL MEETING**

**COMMUNICATIONS FROM THE MAYOR**

NPHS October Student of the Month – Austin Borden is not present tonight.

Explore Fairbanks Presentation by Ed Malan. Report on Destination Marketing Tourism.

**COUNCIL MEMBER QUESTIONS OF THE MAYOR**

**COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK**

**Fire Department, Chief Coon**

- Quick report, we are waiting on our test, waiting on the state. We didn't have any scores from them but EMT-1 went well, lots of training this time of the year.

- Thank you to Judy for all; of your help, the employees have a little of anxiety not having someone in the office to take care of our benefit i.e. – insurance, PERS, and Healthcare.
- Councilman McGhee: Asked if the FD put out bid's? Yes & no we but out a bid but they stopped making the model we requested the bid from. We will keep the council apprised as to the progress of the vehicle purchase.

### **Department of City Services**

- IGU finished the foundation work on the plant. The construction will start back up in the spring.
- We have had our first city snow plowing and had only one complainate. To get one complaint is really positive.
- Public works are starting to decorate around the city sometimes they have to restring Christmas lights.
- Due to the weather we have halted all new service connections. We will start back up with service line concoctions in the spring of 2020.
- We had our first on-occupied property. With a fire structure fire, this property a neighbor contacted us we ended up digging up the connection.
- Moose Creek Expansion Project, PDC submitted 95 percent completed documents they basically finished documents. We have 22 out of 27 easements. We have secured property for the pump house.

### **Police Department, Chief Dutra**

- Swearing in of Officer Wages and Officer Werner.
- Retirement of Sgt. Bellant – December 9<sup>th</sup> is his last day. 20 years of service and we are thankful.
- APOA food drive – involved all interior law enforcement agencies. NPPD won with over 2000 lbs. of food. Topped next closes agency by 200 lbs. Great job everyone. Special shout out to Ron Rady and Benny Lin for their donations that helped put us over the top.
- Hiring – have one additional applicant in tonight's packet. One more lateral and 3 additional new applicants. Academy is filling up fast so we need to make hire ASAP.
- Det. Tibbetts just accepted job offer with Seattle PD. Last day will likely be end of November.
- I will be doing presentation to North Pole Chambers on the 13<sup>th</sup>.
- Glow sticks was a popular event – 600 glow sticks handed out in about an hour. Incredible amount of kids trick or treating in NP. Thanks to Lions Club volunteers and Lt. Lindhag and family, my daughter and wife, Det. Milne and Ofc. Jim McBroom. It was a team effort.
- Police budget presented – please feel free to contact me if you have any questions.

**Finance Department, Tricia Fogarty**

- I emailed financial statements today and I have a copy on the dias for you. If you have any questions on the financial statement or the delinquent reports I will be happy to talk to you about them.
- Mr. McGhee asked for a report on projected payroll cost along with Christmas in Ice sales tax reports.

**Borough Representative**

**City Clerk, Judy Binkley**

- I want to thank Council for the opportunity to have been your City Clerk for the last two and a half years. It's been an honor.

**ONGOING PROJECTS**

None

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

None

**OLD BUSINESS**

RECONSIDERATION TO ALLOW THE POLICE CHIEF TO OFFER LATERAL HIRE LT. LOCKWOOD A WAGE UP TO 14.18 PER HOUR.

Mrs. Welch, *Moved* to allow the Police Chief to offer Lateral Lt. Lockwood.  
Mr. Claus *Seconded the Motion*.

**COUNCIL DISCUSSION**

**Mr. McGhee:** Why did we/Councilman Walley bring this back? I voted for this wage and I was approached afterwards with a concern that we wouldn't be able to obtain Lt. Lockwood. We are hiring him as a patrol officer; he is over qualified for this position.

**Mr. Walley:** I was asked to reconsider by Chief Dutra.

**Mrs. Welch:** The new employee will not be eligible for an increase at the first of the year however your Lt. will be will his wage still be higher. Chief Dutra, yes he will be making more than our Lt.

CALL THE QUESTION TO RECONSIDERATION TO ALLOW THE POLICE CHIEF TO OFFER LATERAL HIRE LT. LOCKWOOD A WAGE UP TO 14.18 PER HOUR.

AS FOLLOWS:

YES: 3 –Walley, Claus, Welch,

NO: 3- McGhee, Skipps, Cromer,

ABSTAIN: 0

**Mayor Pro Tem, Walley**, declared the MOTION DOSE NOT CARRIE

ORDINANCE OF THE NORTH POLE CITY COUNCIL ESTABLISHING THE 2020  
OPERATING AND CAPITAL BUDGET AND LEAVING THE MILL RATE.

Mr. McGhee, *Moved* to introduce and advance.

Mrs. Welch, *Seconded*

COUNCIL DISCUSSION

**Mr. Walley:** We are currently at 277,921 this is year to date as the end of October. At the end of last year the four quarter and the month of December sales tax brought in 495,400. I want to make sure that 4,114,136 that we agreed to at the 5.5% rate and to keep the mill rate at 2.499 if that will that be enough.

**Mr. Skipps:** Are we shuffling numbers around from our tax, mill rate and the sales tax cap, it that what we are doing here?

**Mr. Claus:** I think there is some value in having this discussion to have a conservative approach, there in a possibility to raise the mill rate half a mill.

CALL TO QUESTION ON ORDINANCE OF THE NORTH POLE CITY COUNCIL  
ESTABLISHING THE 2020 OPERATING AND CAPITAL BUDGET AND LEAVING THE  
MILL RATE

AS FOLLOWS:

YES: 6 –McGhee, Skipps, Cromer, Welch, Claus, Walley

NO: 0

ABSTAIN: 0

**Mayor Pro Tem, Walley**, declared the MOTION DOSE NOT CARRIE

NEW BUSINESS

None

Public Comment

None

COUNCIL COMMENTS

**Mr. Skipps:** Thank you Judy for everything you have done for the Council, you will be missed.



**Mr. Claus:** Thank you Judy good luck in your new position.

**Mrs. Welch:** I will echo the same thing. Have a good transition to your new job

**Mr. McGhee:** Thank you Judy, I am pleased to be on the Council when we voted you in. I think we made a wise choice. I am concerned that the City hasn't put out an ad for a City Clerk. Have A Happy Thanksgiving.

**Mr. Walley:** I appreciate the council to read Roberts Rules of Order. Judy you will be missed, I wish you well on your new endeavors.

**Mrs. Welch** *moved to* adjourn the meeting at 8:39 p.m.

**Seconded by Mr. McGhee.**

The regular meeting of Monday, November 12, 2019 adjourned at 8:39 p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Monday, December 02, 2019.

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Michael W. Welch, Mayor

**ATTEST:**

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Tricia Fogarty Acting 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 leaves the Mill Rate at 2.499 Mills; and

**WHEREAS**, The 2020 Budget increases the sales tax rate from 5 percent to 5.5 percent.

**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, 2020 and ending December 31, 2020

31

<b>Revenue Source</b>	<b>Mayor Recommended</b>	<b>Council Appropriation</b>
Taxes: Property	900,000	640,000
Taxes: General Sales	3,854,136	4,114,136
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	224,920	224,920
Other: Miscellaneous	87,000	87,000
Transfers in From Fund Balance (FB)	0	0
Transfer In (from other funds)	15,000	15,000
<b>Total</b>	<b>6,305,356</b>	<b>6,305,356</b>

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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.

<b>Department Expenditures</b>	<b>Mayor Recommended</b>	<b>Council Appropriated</b>
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
<b>Total</b>	<b>6,305,356</b>	<b>6,305,356</b>

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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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		<b>Mayors Recommendations</b>		<b>Council Appropriations</b>	
<b>Fund #</b>	<b>Description</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Expenditures</b>
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
<b>Total</b>		<b>2,709,032</b>	<b>2,709,032</b>	<b>2,709,032</b>	<b>2,709,032</b>

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

		<b>Mayors Recommendations</b>		<b>Council Appropriations</b>	
<b>Fund #</b>	<b>Description</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Expenditures</b>
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
<b>Total</b>		<b>497,651</b>	<b>497,651</b>	<b>497,651</b>	<b>497,651</b>

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

		<b>Mayors Recommendations</b>		<b>Council Appropriations</b>	
<b>Fund</b>	<b>Description</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Expenditures</b>
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
<b>Total</b>		<b>436,876</b>	<b>436,876</b>	<b>436,876</b>	<b>436,876</b>

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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
<b>Total</b>		<b>130,150</b>	<b>130,150</b>	<b>130,150</b>	<b>130,150</b>

**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
<b>Total</b>		<b>95,080</b>	<b>95,080</b>	<b>95,080</b>	<b>95,080</b>

**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
<b>Total</b>		<b>238,408</b>	<b>238,408</b>	<b>238,408</b>	<b>238,408</b>

**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:
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**CITY OF NORTH POLE  
ORDINANCE NO. 19-21**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO  
AMEND TITLE 13, PUBLIC SERVICES UTILITY RATES FOR 2020**

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

**WHEREAS**, the City of North Pole Municipal Code should be amended to conform to the requirements of the City.

**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 13 is amended in the North Pole Code of Ordinances as follows in the attached table:

**Section 3.** Effective date.

This ordinance shall become effective January 1, 2020.

**PASSED AND FORWARDED** by a duly constituted quorum of the North Pole City Council this \_\_\_\_ day of \_\_\_\_ 2019.

\_\_\_\_\_  
Michael W. Welch, Mayor

ATTEST:

\_\_\_\_\_  
Judy Binkley, City Clerk

PASSED/FAILED Yes: No: Absent:
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**Title 13**

**PUBLIC SERVICES**

**Chapters: 13.24 Utility Rates**

13.24.020 Metered Water and Sewer Utility Rates

Monthly water and sewer utility rates beginning January 1, 2019, 2020 shall be the following:

Customer class	Per gallon water	Monthly base water charge	Monthly electronic meter charge <sup>1</sup>	Per gallon sewer charge <sup>2</sup>	Monthly base sewer charge	FRR <sup>3,4</sup> - Water per gallon charge	FRR <sup>3</sup> - Sewer per gallon charge	FRR <sup>3</sup> Significant industrial discharger, sewer
Single-family residential	\$0.01880	\$5	\$0.95	<del>\$0.01682</del> \$0.01830	\$5	\$0.0025	\$0.0025	--
Senior single-family residential	\$0.0094	\$5	\$0.95	<del>\$0.00823</del> \$0.00915	\$5	\$0.0025	\$0.0025	--
Multifamily residential	\$0.01880	\$25	\$0.95	<del>\$0.01682</del> \$0.01830	\$25	\$0.0025	\$0.0025	--
Commercial	\$0.01880	\$25	\$0.95	<del>\$0.01682</del> \$0.01830	\$25	\$0.0025	\$0.0025	--
Commercial/significant industrial discharger	\$0.01880	\$25	\$0.95	<del>\$0.01682</del> \$0.01830	\$25	--	--	\$0.003911
Bulk water charge	\$0.03							
Fire Hydrant Meter	\$0.03	\$500 deposit <sup>5</sup>						

1. Monthly charge assessed to customers with electronic ultrasonic meters to offset cellular support charge assessed to the Utility.

2. The monthly sewer charge for the months of May, June, July and August will be capped at an amount not to exceed the average of the water usage during the months September through April for Single Family and Senior Single-Family residential customers only.

3. Facility Repair and Replacement: Funds generated to repair and replace utility capital infrastructure.

4. According to the February 2017 legal settlement between the State of Alaska, Flint Hills Resources and City, the water FRR is to be waived for eligible customers in the Water System Expansion area through December 31, 2022.



**CITY OF NORTH POLE  
ORDINANCE 19-22**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO  
AMEND THE 2019 GENERAL FUND OPERATING BUDGET**

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

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

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

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

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

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

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

**Section.** Effective date. This ordinance shall become effective immediately upon passage.

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 9<sup>th</sup> day of December, 2019.

ATTEST:

\_\_\_\_\_  
Mayor: Michael Welch

\_\_\_\_\_  
Tricia Fogarty Acting City Clerk:



# City of North Pole, Alaska

**Fiscal Note Year:**

Accompanying Ordinance/Resolution:

Originator / sponsor:

Date:

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

<b>FUND</b>	<b>Account Description</b>	<b>Account #</b>	<b>Debit</b>	<b>Credit</b>

**Summary:** (Brief description of proposed alterations as defined by accompanying ordinance or resolution. Where did the money come from and how will it be used).

**Prepared By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Finance Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE-** Fiscal notes attached to an ordinance are considered amendments to the budget and do not require an additional approval for insertion into the budget document.

**CITY OF NORTH POLE  
RESOLUTION 19-06**

**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. Skippis Sr.**

**PASSED AND APPROVED** by a duly constituted quorum of the City Council of the City of North Pole, Alaska this 2<sup>th</sup> day of December, 2019.

\_\_\_\_\_  
Michael W. Welch, Mayor

**ATTEST:**

\_\_\_\_\_  
Tricia Fogarty, Acting North Pole City Clerk

**PASSED**

Yes: – McGhee, Skippis, Cromer, Walley, Claus, Welch, Welch

No: 0

Absent: 0

**CITY OF NORTH POLE**

**RESOLUTION 19-07**

**A RESOLUTION ESTABLISHING THE 2020 CITY OF NORTH POLE BED TAX GRANT DISTRIBUTION**

**WHEREAS**, the purpose of the Bed Tax Grant is to aid in community efforts to contribute significantly to the growth and promotion of the City of North Pole; and

**WHEREAS**, The Bed Tax Grant is to supplement an ongoing program or aid in a new program that meets the grant guidelines; and

**WHEREAS**, the City Council has created a competitive process for disbursing bed tax grant monies; and

**WHEREAS**, 2020 applicants have requested \$156,644 in disbursements; and

**WHEREAS**, the 2020 allocation for disbursement is \$67,695.00; and

**WHEREAS**, all organizations presented to the North Pole Bed Tax Committee on November 26<sup>th</sup>, 2019; and

**WHEREAS**, all individual allocations were averaged against the whole to derive the 2020 award; and

**WHEREAS**, the applicants have been awarded the following amounts for 2020 based on calculations determined by North Pole Municipal Code.

<b>North Pole Community Chamber of Commerce</b>	<b>12,200.00</b>
<b>The World's Biggest Backpack</b>	<b>11,600.00</b>
<b>Explore Fairbanks</b>	<b>11,075.00</b>
<b>Junior Dog Mushers of Interior Alaska</b>	<b>8,375.00</b>
<b>Santa's Letters</b>	<b>7,625.00</b>
<b>North Pole Lions Club</b>	<b>6,900.00</b>
<b>The Alaska Wild Baseball Club</b>	<b>5,400.00</b>
<b>North Area Housing Association</b>	<b>4,520.00</b>

**NOW THEREFORE BE IT RESOLVED**, that the North Pole City Council allocates disbursement of the 2020 bed tax grant to be available January 15<sup>th</sup>, 2020.

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 2<sup>nd</sup> day of December, 2019.

\_\_\_\_\_  
Michael W. Welch, Mayor

ATTEST:

\_\_\_\_\_  
Tricia Fogarty, Acting North Pole City Clerk

<p>PASSED Yes: – Skippis, Thompson, Isaacson, Welch, Cromer, Welch No: 0 Absent: 1 - Walley</p>
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## **North Pole Police Department**

**Chief Steve Dutra**  
**125 Snowman Ln.**  
**North Pole, AK 99705**  
**907-488-6902**  
**Northpolepolice.org**



November 6, 2019

To: North Pole City Council

Re: Retirement Gift Authorization

The North Pole Police Department has recognized the time honored tradition of gifting duty firearms to tenured police officers who retire in good standing. This tradition is one that is practiced by most police departments in the state and across the country. The Alaska State Troopers practice this same tradition for their retiring troopers.

Our current NPMC does not have an exception written in the code that allows this to occur. So before I honored our soon to be retired Sgt. Bill Bellant with his duty firearm I wanted to seek approval from the City Council.

This firearm is a token of gratitude to those who have served their community for over a decade. The cost of a firearm is roughly \$450 when purchased new. After 20 years we can honestly say we have received our use of the firearm and should replace it for duty use.

Sgt. Bill Bellant will retired with almost 20 years of service to the City of North Pole as a full time police officer and as a Reserve Police Officer. His dedication and commitment to the citizens of the city is worthy of this honor.

I ask that you support the time honored tradition to show our appreciation and gratitude for putting his life on the line for the safety of our citizens for over two decades.

Thank you for your time and consideration.

Sincerely,

  
Chief Steve Dutra



November 20, 2019

Transmitted Electronically

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

**SUBJECT:** PDC #18379FB  
Recommendation to Award- Moose Creek Water Expansion- Pipe Procurement

Dear Mr. Butler:

Based on our review of the bids and the bid results from the above project, we recommend the City of North Pole award the project to Core & Main LP. They are the lowest qualified bidder for the project.

If you have any questions or concerns regarding this recommendation, please contact either me or Keith Hanneman.

Sincerely,

A handwritten signature in black ink that reads "Karen Brady".

Karen Brady, PE  
Project Manager  
PDC Engineers

Attachments: Bid Tab

DATE: November 19, 2019

TIME: 2:00 pm Local Time

**Project: Moose Creek Water Expansion - Pipe Procurement**

Bid Schedules	Bidder	Bidder	Bidder	Bidder	Bidder
	Ferguson	Frontier	Core & Main		
Bid Price	\$1,956,489.26	\$1,982,851.08	\$1,507,415.74		
Bidder Check List Confirmed					
Cover Sheet Signed	✓	✓	✓		
Complete w/ Original Signature	✓	✓	✓		
Erasures/Corrections Initialed	✓	✓	✓		
Bid Bond	✓	✓	✓		
Non-Collusion Affidavit	✓	✓	✓		
2 Addendum Acknowledged	✓	✓	✓		
Authorized Distributor	✓	✓	✓		
AK Business License	✓	✓	✓		
Cover Letter	✓	✓	✓		
Product Certification	✓	✓	✓		
QA/QC Manual or Standards	✓	✓	✓		
Spec Exceptions (if any)	none	none	none		

**Note:**

- Within ten days of Notice of Award, the Bidder must provide insurance as noted in the bid document.
- The Bidder must furnish a Performance Bond in the amount of 50% of the contract price within 100 days before the contract period begins.