



CITY OF NORTH POLE
Regular Meeting
November 15, 2021
North Pole Council Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, November 15, 2021
Committee of the Whole: 6:30 PM
Regular City Council Meeting: 7:00 PM

MAYOR

Michael Welch
907-488-8584

CITY CLERK

Melissa Dionne
907-488-8583

COUNCIL MEMBERS

Santa Claus – Mayor Pro Tem	907-388-3836
DeJohn Cromer – Deputy Mayor Pro Tem	907-347-2808
Aino Welch – Alt. Deputy Mayor Pro Tem	907-488-5834
Thomas McGhee	907-347-8019
David Skipps	907-750-5106
Anton Keller	907-987-2548

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Invocation
4. Approval of Agenda
5. Approval of the Minutes from 11/1/21 (Pg. 3-11)
6. Communications from the Mayor (Pg. 12)
7. Council Members Questions of the Mayor
8. Communications from Department Heads, Borough Representative and the City Clerk
9. Ongoing Projects Report
 - a. Approval of the Bed Tax Committee (Pg. 13)
10. Citizens Comments (Limited to five (5) minutes per Citizen)

11. Old Business:

- a. Ordinance 21-17, An Ordinance of the City of North Pole, Alaska, Establishing the 2022 Operating and Capital Budget and Levying the Mill Rate (Pg 14-18)
- b. Ordinance 21-18, An Ordinance of the City of North Pole, Alaska, to Amend 2021 Fire Department Operating Budget (Pg. 19-21)

12. New Business:

- a. Ordinance 21-19, an Ordinance of the City of North Pole, Alaska, to Amend the 2021 General Fund Budget (Pg. 22-23)
- b. Ordinance 21-20, an Ordinance of the City of North Pole, Alaska, to Amend the Tax Levy & Bed Tax Grant Distribution (Pg. 24-26)
- c. Request for Cancellation of a Bad Debit (Pg. 27)
- d. Request to Approve New Hire Wage Determination for NP Police Officer (Pg. 28)
- e. Request to Purchase PPE for NPF from Sourcewell (Pg. 29)

13. Council Comments

14. Adjournment

How to Offer Public Testimony at Council Meetings

Written testimony is encouraged. You may submit your comments by calling the Clerk's Office at 907-488-8583 or by sending an email to MDionne@northpolealaska.org prior to 1:00 p.m. the day of the meeting. Please indicate which agenda item you are providing written testimony for. Examples: Ordinance or Resolution number, agenda item#, or description of subject.

To sign-up for telephonic testimony call the Clerk's Office at 488-8583 or email MDionne@northpolealaska.org prior to 1:00 p.m. the day of the meeting. Please indicate that you wished to be called, for what item you will provide testimony on, and what number you can be reached at.

Council Meetings are aired live via audio streaming from the City's website at <https://www.northpolealaska.com/citycouncil/page/council-meeting-audio-stream>.

Inquiries concerning ADA compliance or accommodations should be directed to the City Clerk.



Committee of the Whole – 6:30 P.M.
Regular City Council Meeting – 7:00 P.M.

A regular meeting of the North Pole City Council was held on Monday, November 1, 2021 via Zoom.

CALL TO ORDER/ROLL CALL

Mayor Welch called the regular City Council meeting of Monday, November 1, 2021 to order at 7:00 p.m.

Present:

Michael Welch – Mayor
Santa Claus - Mayor Pro Tem
DeJohn Cromer - Deputy Mayor Pro Tem
Aino Welch – Alternate Deputy Mayor Pro Tem
Thomas McGhee
Anton Keller
David Skippis

Absent/Excused:

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Welch

INVOCATION

Given by Ms. Welch

APPROVAL OF AGENDA

Mr. McGhee *moved to* approve the agenda of November 1, 2021

Seconded *by* Ms. Welch

Mr. McGhee *moved to* amend the agenda of November 1, 2021 to consent the following items:

- b. Ordinance 21-18, An Ordinance of the City of North Pole, Alaska Amending the 2021, Operating Budget for the Fire Department.
- c. Ordinance 21-10, A Resolution of the City of North Pole Designating City Officials Authorization to Sign on City of North Pole Accounts.
- d. Request To Approve Client Agreement with Steese Immediate Care.

And to move to the November 15, 2021 meeting:

- a. Ordinance 21-16, An Ordinance of the City of North Pole, Alaska, To Modify

The Developer Agreement For The Brookside Park Subdivision.
Seconded *by* Ms. Welch

Mr. McGhee - the updates that were supposed to be made to the Ordinance 21-16 were not made. Will need to move this ordinance to old business on the next meeting, November 15, 2021.

On the amendments

DISCUSSION

None

PASSED

Yes: 7 – A. Welch, Claus, Keller, Cromer, McGhee, Skipps, Mayor Welch

No: 0

Absent: 0

On the agenda as amended

DISCUSSION

None

PASSED

Yes: 7 – A. Welch, Claus, Keller, Cromer, McGhee, Skipps, Mayor Welch

No: 0

Absent: 0

APPROVAL OF MINUTES

Not available due to staffing issues.

COMMUNICATIONS FROM THE MAYOR

- Oath of Office of Melisa Dionne, City Clerk.
- Reorganization of the council: Santa Claus to Mayor Pro Tem, DeJohn Kromer to Deputy Mayor Pro Tem, Aino Welch to Alternate Deputy Mayor.
- Explore Fairbanks, Bill Wright, gave the Council an update on tourism. The numbers are up over the 2020 numbers and just shy of the pre pandemic numbers. The Mayor asked Mr. Wright about partnering with Explore Fairbanks for future projects and extended an invite to play tour guide on his next trip to North Pole.
- The mayor recapped the recent computer assault on the City of North Pole computer system. He is working with Alasconnect and Ampersand to prevent future cyber attacks.

- He reminded the Council members of the upcoming training opportunities with the Alaska Municipal League.
- The Mayor also brought up that we will be organizing the committees soon, including bed tax committee, this will be addressed in the next meeting.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

- Mr. McGhee wanted to know why the Council was still conducting meetings via Zoom. The Mayor said that her would have a better update on the heat and air filtration system next meeting. McGhee asked if we could consider a hybrid of the meeting, allowing Council members via and in person for future meetings. The Mayor agreed that this was an option was being looked into.

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Dept., Chief Dutra

- Chief Dutra gave the Council a recap of the Halloween food drive and trick or treating event that took place on Sunday. They handed out over 600 glow sticks and lots of candy and collected around 500 pounds of food. The APOA food drive continues until November 21, 2021, and the food/money collected goes to the Food Bank. People can donate in person or via their FB page.

Mr. Skipps asked Chief Dutra for a final report on the accident that took place a few months ago with the police vehicle.

Fire Dept., Chief Heineken

- Chief Heineken would like to thank the Police Dept for their efforts with the Trick or Treat event. Fire Department staff reported back that once again the Police Department put together a great event and they enjoyed participating.
- NPFd responded to 2 structure fire just outside of City limits this last Friday. One fire was located on VFW St and the second on Keeney Rd. Both fires caused significant property damage, thankfully no one was injured in either fire. As temperature drops, we experience a rise in house fire numbers, many of these fires are from using heating devices that have set idle all summer. NPFd reminds everyone to have heating devices services annually.
- Retired Lt. Dave Nelson underwent heart surgery today, his wife Monique reported that the surgery went well, and he is now resting in recover. Lt. Nelson provided 24 years of service to the City of North Pole, and we wish him a speedy recovery.

Director of City Services, Bill Butler

- **Building Department**
 - One permit issued—Blanket Building permit for Petro Star filtration unit.
- **Public Works**
 - Stormwater catchment basin update:
 - Catchment basin on 1st Avenue completed. Plan to fence the basin in spring/summer 2022.
 - COVID air handling equipment update:
 - Three mobile units for air filtration in Council Chamber, reception area and City Hall office delivered and operating.
 - Public Works is seeking estimates to install baseboard heat in Council Chambers.
 - Received only one quote to date.
 - One of our Public Works employees was hospitalized with COVID but has since been released.
- **Utility Department**
 - Experiencing a pressure loss across the distribution system in Highway Park.
 - The pressure loss has the characteristics of a leak or a partially closed valve, but both issues have been investigated and ruled out.
 - Investigation if malfunctioning equipment.
 - Engaged in routine activities preparing utility system for upcoming winter. •
 - Sought and received from Mayor authorization for the sole source of critical flow meters and valve modification under section 4.16.060 Innovative and special procurement. The cost is \$56,437 and will be paid from existing funding in the Utility budget. (See attached quote and summary explanation.)
- **Moose Creek Water System Expansion Project.**
 - Remaining significant construction activity is installation of new well pumps and controls. This work is scheduled to be substantially complete in November.
 - Construction will enter a winter shutdown with the completion of the installation of the new well pumps.
 - Remaining work is a projected 10 service line installation and completion of road surfacing work in late spring 2022.
 - Moose Creek Project is scheduled to be closed out end of August 2022.
- **Sole Source: Flow Meters**
 - I have been discussing with Paul a modest but important project for management of the water system for Zones 1, 2, 3 and 4 of the North Pole Expansion. The project

has been elevated in Paul's and my priorities seeing the benefits that the Moose Creek Project having flow meters and Cla-Valves providing the means to better manage and diagnose flow and pressures issues in that system extension. There is also an issue with diagnosing a problem in the Highway Park distribution system to an unexplainable pressure drop. I asked Paul to work with the contractor that did much of the mechanical work for the North Pole Expansion and Moose Creek Expansion to provide a cost proposal for flow meters and Cla-Valve rebuild. The flow meters will enable Utility staff to better monitor and diagnose flows in the North Pole Expansion. The Cla-Valve rebuild will permit the valve to allow flow in both directions where it now can only manage water flow in one direction. Converting the valve to permit controlling water flows in two directions at the Peridot Pump House will give the Utility the ability to flow water in two directions for emergency make-up water. Because of the critical nature of this project, I would like to sole source this project to Patrick Mechanical who has done most of the mechanical work for the North Pole Expansion and Moose Creek Project. They are also the firm that mobilized quickly several years ago when there was the freeze-up at the emergency generator room and they were able to help prevent a shutdown of that section of the water system. Patrick Mechanical has provided the attached quote that totals \$56,437. The Utility would pay for the project with \$49,900 from Deferred Maintenance (41-10- 9-900) and \$6,537 Equipment Outlay (41-10-7-705). I would like to sole source the project under the authority of the Municipal Code 4.16.060 Innovative and special procurements that states: Notwithstanding any other provision of this code, the Mayor or his designee may initiate a procurement above the small purchase amount specified in NPMC 4.16.030, Purchase limits, when the Mayor or his designee determines that an unusual or unique circumstance exists that makes the application of all requirements of competitive sealed bidding or competitive sealed proposals contrary to the public interest, including, but not limited to, the need to meet new or unique State requirements, new technologies, or to achieve best value. Any special procurement under this section shall be made with such competition as is practicable under the circumstances. The Mayor or his designee in the contract file shall include a written determination of the basis for the procurement and for the selection of the particular contractor, and a report shall be made publicly available at least annually describing all such determinations. The section of the code that makes this a unique situation is it is critical to the operation of the Utility the would

achieve “best value.” Paul has reached out to the primary supplier of the equipment—Alaska Pump—to get feedback on equipment costs and delivery times. Supply chain issues are not only affecting Alaska but are also an international restraint. Delaying the purchase of this equipment could add months to its delivery. In addition, much of the equipment is made of brass. There has been an approximate 15% increase in brass equipment cost this year and there is expected to be an additional 15% increase cost of brass equipment costs in 2022. Purchasing the equipment now will be a cost saving to the Utility and ensure quicker delivery of the equipment. The inflationary effect on equipment costs is reflected in Patrick Mechanical’s quote that is only good for 30 days.

Finance, Tricia Fogarty

- She has been working on the software conversion between Caselle and Tyler last week and this week. They are doing a parallel payroll to make sure that everything lines up the same as it did in Caselle. Tyler also took data for utility billing this time. After the utility billing is completed by Melanie, they will line up the reports and make sure that they are the same in both systems. That is starting to become more time consuming, but it is going to be rewarding as well. Her time the last week has been divided between working on the budget and working with the new City Clerk.

The Mayor asked when the onboarding/training for Tyler would be finished.

- Tricia said that she and Michelle have been spending more than 20 hours a week on the project and that the last few weeks have been more than that. There has been a lot of back and forth, so some weeks aren’t so time consuming. The last to go live with the new Tyler program will be the utility billing and that is scheduled for March of 2022. The plan is to finish the year out in both programs for payroll so that they can send out W-2’s and be able to compare both of them. Starting January 1, payroll and such will be done completely in Tyler.

Borough Representative

- None

City Clerk’s Office, Melissa Dionne

- Will be attending the AMC conference November 17-20 in Anchorage.
- Registered herself and new council member, Anton Keller, up for the new council officials training from the Alaska Municipal League that will be held November 9-10 via Zoom.

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

- None

Motion to Suspend the Rules

Mr. McGhee *moved* to suspend the rules to take a break until 8:15.

Back in Session

OLD BUSINESS

Motion to Suspend the Rules

Mr. McGhee *moved* to suspend the rules on the amended agenda.

Seconded *by* Mr. Claus.

DISCUSSION

Mr. McGhee - Regarding Ordinance 21-16, the updates, that were thought to be missing, were included in the council packet. He would like to add one (1) amendment to change the date on the document to the amended date and then add Ordinance 21-16 back to the agenda to be consented.

The motion to suspend was seconded *by* Mr Claus.

On the amendment

DISCUSSION

None

PASSED

Yes: 7 – A.Welch, Claus, Keller, Cromer, McGhee, Skipps, Mayor Welch

No: 0

Absent: 0

NEW BUSINESS

Mr. McGhee *moved* to Introduce Ordinance 21-17, an Ordinance of the City of North Pole, Alaska. Establishing the 2022 Operating and Capital Budget and Levying the Mill Rate.

Seconded by Ms. Welch

DISCUSSION

This is the first reading of three (3) of this Ordinance.

Tricia - Was asked to speak about the budget. She said that the sales tax stayed at 5.5%, the Mill rate and that the \$11 maximum sales tax cap also stayed the same. There were minimal changes to the individual revenues and things are pretty much staying the same unless we choose to change things through this process. In Clear.gov some of the smaller budgets weren't balanced, but she made some changes based on last year's and they are now. This reading did not include any of the spreadsheets because the council and departments all have access to them, but she will attach them for the next reading on November 15.

The Mayor - Wanted to take a closer look at the tax profits that were based on previous years. The numbers for this year went as far as September 30, as October numbers were not available until today. He said it was one of the reasons that he wanted the city to move from the calendar year, to the fiscal year. The mayor said that the property tax numbers may not be very accurate because we do not know how much new property tax that we will receive. The second property tax payment was due just today and that money won't be to us till December. We only have data for about 6 months from the online sales taxes, but we could have an additional \$30,000 - \$40,000 from online sales tax. We are keeping the numbers for this on the conservative side for now. The Mayor asked about the transfer of \$25,000 from Other Funds on the budget. Tricia responded that it was the 25% of the \$100,000 bed tax that we anticipate getting in 2022. The expenditures were based on what the department heads had shared. The Mayor and Bill shared some background and history on the utilities/enterprise fund for new council member Keller and Bill invited him to come into the office to learn about the utility/building/public works program any time.

Mr. McGhee - Asked why the budget has been increased by \$51,0000 in the Wages Full Time of Administration & Salary benefits section. Tricia responded that it was the 3% increase for the administrative staff and the 2% increase for the mayor, as well as for the new admin position. The Mayor talked about the new position that will be part time HR and part time admin support for the Office of the Mayor. He said that he would start advertising for the position soon. He is also looking into HR training opportunities for the position. McGhee said that HR is a very important position and that we haven't had an HR person for a while and agreed we need one in house, but believes that the HR person should only be HR so that there is no conflict of interest. He pointed out that the budget line for the HR position should not be on the Admin line, but on the HR line of the budget. McGhee would also like to know what the budget break down for the HR person is separate from the Admin rate increase.

On the amendment

To move 21-16 to it's second reading on November 15, 2021.

PASSED

Yes: 7 – A.Welch, Claus, Keller, Cromer, McGhee, Skipps, Mayor Welch

No: 0

Absent: 0

COUNCIL COMMENTS

Mr. McGhee *moved* to adjourn.

Seconded *by* Mr Skipps.

The regular meeting of Monday, November 1, 2021 adjourned at 8:52 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, November 1, 2021.

Michael Welch, Mayor

ATTEST:

Melissa Dionne
North Pole City Clerk



**DEPARTMENT OF THE AIR FORCE
354TH FIGHTER WING (PACAF)
EIELSON AIR FORCE BASE, AK**

18 October 2021

Colonel David J. Berkland
Commander, 354th Fighter Wing
354 Broadway Street Unit 19A
Eielson Air Force Base AK 99702

The Honorable Michael Welch
Mayor of North Pole
125 Snowman Lane
North Pole AK 99705

Dear Mayor Welch

I write to inform you that Eielson Air Force Base (EAFB), Alaska, has been selected as the preferred pilot location to host the first Department of the Air Force (DAF) nuclear micro-reactor. The pilot was initiated in response to the Fiscal Year 2019 National Defense Authorization Act requirement for the Department of Defense (DoD) to identify potential locations to site, construct, and operate a micro-reactor by the end of 2027.

This pilot micro-reactor project is a unique opportunity to evaluate the potential energy resilience capability and cost-effectiveness of micro-reactor technology for critical national security infrastructure at DoD facilities, as well as to provide a clean energy source. After releasing a request for proposals and selecting a vendor in calendar year 2022, construction is anticipated to begin in 2025 once all necessary environmental reviews required by the National Environmental Policy Act (NEPA) and the Nuclear Regulatory Commission (NRC) are complete. The DAF is working closely with the NRC to ensure that the safety of our Airmen, families, and the surrounding community, which includes North Pole, is the number one priority.

The DAF will keep the public informed and involved in the pilot's progress through information releases and periodic public meetings. The NEPA process will also include multiple opportunities for public engagement. For now, more details can be found at <https://www.safie.hq.af.mil/News/Article-Display/Article/2811527/eielson-afb-announced-as-site-for-air-force-micro-reactor-pilot/> please direct any immediate questions to Ms. Amanda Gallagher, EAFB Environmental Division Chief, via email: amanda.gallagher.5@us.af.mil, COMM: (907) 377-5643; or Captain Faith Brodkorb, EAFB Chief of Public Affairs, via email: faith.brodkorb.1@us.af.mil, or COMM: (907) 377-1088. We look forward to coordinating with you further on this innovative project.

Sincerely

A handwritten signature in black ink, appearing to read "DJB", followed by a horizontal line.

DAVID J. BERKLAND, Colonel, USAF
Commander



CITY OF NORTH POLE

Bed Tax Committee Meeting
November 30, 2021
6:30 pm Committee Members
7:00 pm Presentations
Via Zoom

MEMBERS

Mayor Welch	mwelch@northpolealaska.org	907-488-8584
Council Member Welch	awelch@northpolealaska.org	907-488-5834
Council Member Claus	sclaus@northpolealaska.org	907-388-3836
Council Member Keller	akeller@northpolealaska.org	907-987-2548
Benjamin Williams	Bbc1williams@gmail.com	907-388-5511
Jeff Jacobson	Jjacobson57@gmail.com	907-460-7733
Wanda Adlesperger	info@hotelnorthpole.com	907-488-4800

PRESENTATION SCHEDULE

		Requested:
1.	7:00 – 7:15 Literacy Council of Alaska	\$1250
2.	7:20 – 7:35 Santa's Letters	\$10,652
3.	7:40 – 7:55 North Pole Community Chamber of Commerce	\$2,964.65
4.	8:00 – 8:15 Explore Fairbanks	\$30,380
		<hr/>
		Total: \$45,246.65

Total to distribute: \$46,787.61

Total requested: \$45,246.65

**CITY OF NORTH POLE
ORDINANCE 21-17**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL
ESTABLISHING THE 2022 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 2022 Budget leaves the Mill Rate at 4.00 Mills; and

WHEREAS, The 2022 Budget continues to have a sales tax rate of 5.5 percent.

WHEREAS, The 2022 Budget continues the maximum tax on any single transaction shall be 11.00 eleven dollars.

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 2022 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, 2022 and ending December 31, 2022

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Revenue Source	Mayor Recommended	Council Appropriation
Taxes: Property	1,043,500	1,043,500
Taxes: General Sales	4,150,764	4,150,764
Taxes: Alcohol	300,000	300,000
Taxes: Online Sales	320,000	320,000
Taxes: Tobacco	145,000	145,000
Taxes: State collected Shared Taxes	16,000	16,000
Licenses and Permits	34,000	34,000
Fees & Services	671,700	671,700
Fines & Penalties	150,000	150,000
Intergovernmental Revenue	201,500	201,500
Other: Miscellaneous	273,011	273,011
Transfers in From Fund Balance (FB)	0	0
Transfer In (from other funds)	25,000	25,000
Total	7,335,475	7,335,475

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Section 3. There is hereby appropriated to the 2022 General Fund Operating Budget (Fund 1) expenditures for the City of North Pole in the amount indicated.

Department Expenditures	Mayor Recommended	Council Appropriated
Administration	737,900	737,900
Clerk & HR	255,364	255,364
Police Department	2,647,207	2,674,207
Fire Department	2,681,646.	2,681,646
Public Works	1,013,357	1,013,357
Total	7,335,475	7,335,475

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Section 4. There is hereby appropriated to the 2022 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, 2022 and ending December 31, 2022. 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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Fund #	Description	Mayors Recommendations		Council Appropriations	
		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	980,454	980,454	980,454	980,454
43	Utility Capital Projects	0	0	0	0
51	Water Fund Reserves	172,035	172,035	172,035	172,035
52	Sewer Fund Reserves	170,550	170,550	170,550	170,550
Total		2,480,198	2,480,198	2,480,198	2,480,198

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48 **Section 5.** There is hereby appropriated to the 2022 North Pole City Budget revenue and
 49 expenditures for the following Capital and Vehicle Replacement-Reserve Funds in the amount
 50 indicated. The following Funds are committed by Ordinance and can only be used for the
 51 specific purpose as defined by City Code.

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Fund #	Description	Mayors Recommendations		Council Appropriations	
		Revenue	Expenditures	Revenues	Expenditures
20	Capital Projects Reserves	41,000	41,000	41,000	41,000
22	Fire Fleet Fund	121,000	121,000.	121,000	121,000
23	Police Fleet Fund	127,000	127,000	127,000	127,000
24	Public Works Fleet Fund	23,280	23,280	23,280	23,280
Total		312,280	312,280	312,280	312,280

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54 **Section 6.** There is hereby appropriated to the 2022 North Pole City Budget revenue and
 55 expenditures for the following Non-Major Funds in the amounts indicated. Non-Major Funds
 56 are established to finance a particular activity and are created from receipts of designated and
 57 restricted funds.

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Fund	Description	Mayors Recommendations		Council Appropriations	
		Revenue	Expenditures	Revenues	Expenditures
04	Building Department	452,959	452,959	452,959	452,959
10	Litigation Fund	75,000	75,000	75,000	75,000
12	ABADE- Dept of Justice	55,300	55,300	55,300	55,300
13	ABADE – State Forfeitures	14,263	14,263	14,263	14,263
15	Impound Lot	55,850	55,850	55,850	55,850
Total		653,372	653,372	653,372	653,372

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Section 7. There is hereby appropriated to the 2022 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 2022 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
Total		95,080	95,080	95,080	95,080

Section 9. There is hereby appropriated to the 2022 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	188,500	188,500	188,500	188,500
33	Public Works Grants	65,000	65,000	65,000	65,000
11	Bryne Jag Grant	40,000	40,000	40,000	40,000
Total		293,500	293,500	293,500	293,500

Section 10. Supplemental: See appendix 2022 A for the budget breakdown of revenues and expenditures per individual account line.

Section 11. Effective date. This ordinance shall become effective January 1, 2022.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this
____ day of December 2021.

Michael W. Welch, Mayor

ATTEST:

Melissa Dionne, City Clerk

PASSED/FAILED Yes: No: Absent:

ORDINANCE NO. 21-18

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO
AMEND 2021 FIRE DEPARTMENT OPERATING BUDGET**

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

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

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

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole that 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 November 15, 2021.

This ordinance shall become effective immediately upon passage.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council

Mayor: Michael W Welch

ATTEST:

Melissa Dionne, City Clerk

PASSED/FAILED Yes: No: Absent:



City of North Pole, Alaska
Fiscal Note
Year: 2021
Ordinance: 21-18

Originator / Sponsor Name: Chief Heineken

Date: October 26, 2021

Does the Ordinance or Resolution have a fiscal impact? Yes

Fund- Dept. Title	Account Description	Account #	Debit	Credit
General Fund	Uniforms	01-54-3-345	85,000.00	
General Fund	Wages: Full Time	01-54-1-001		85000.00

To Accept Internet Crimes Against Children Grant.

Prepared By: Tricia Fogarty Date: 10/27/2021

Finance Approval: Tricia Fogarty Date: 10/27/2021

Memo

To: Tricia Fogarty, CFO
From: Chad Heineken, Fire Chief
Date: 10/26/2021
Re: Fiscal Note



Fiscal Notes

Transfer into:

From:

01-54-3-345 Uniforms	\$85,000.00	01-54-1-001	Wages: Full Time
Purchase of New Fire Fighter PPE			

The fire department needs to replace aged and worn Personal Protective Equipment (PPE) for structural firefighting. NFPA standards recommend structural firefighting PPE be taken out of service after 10 years. Each set of PPE is expected to cost between \$2500-3000, the fire department needs to purchase 30 sets of PPE.

The fire department has not been fully staffed during most of the 2021 budget year, this understaffing has left a predicted surplus in the Wages: Full Time line of the fire department budget. I therefore requests moving \$85,000 from Wages: Full Time to Uniforms, allowing these funds to be used for the purpose of purchasing structural firefighting PPE.

ORDINANCE NO. 21-19

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO
AMEND 2021 GENERAL FUND BUDGET**

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

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

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

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole that 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 December 6, 2021.

This ordinance shall become effective immediately upon passage.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council

Mayor: Michael W Welch

ATTEST:

Melissa Dionne, City Clerk

PASSED/FAILED

Yes:

No:

Absent:



City of North Pole, Alaska
Fiscal Note
Year: 2021
Ordinance: 21-19

Originator/Sponsor Name: Chief Dutra, Bill Butler & Tricia Fogarty

Date: November 12, 2021

Does the Ordinance or Resolution have a fiscal impact?

Yes

Fund- Dept. Title	Account Description	Account #	Debit	Credit
General Fund	Sales Tax Online	01-00-3-316	75,000	
General Fund	Ambulance Services	01-00-5-505	90,000	
General Fund	Building Maintenance-PD	01-53-7-700		39,000
General Fund	Street Maintenance -PW	01-58-7-710		60,000
General Fund	Equipment Outlay – PW	01-58-9-905		20,000
General Fund	Health Insurance – Admin	01-51-1-013		41,000
General Fund	Insurance – FD	01-54-2-215		5,000
	Total		160,000	160,000

To Accept Internet Crimes Against Children Grant.

Prepared By: Tricia Fogarty **Date:** 11/12/2021

Finance Approval: Tricia Fogarty **Date:** 11/12/2021

**CITY OF NORTH POLE
ORDINANCE 21-20**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING
THE BED TAX LEVY & BED TAX GRANT DISTRIBUTION**

WHEREAS, changes to the North Pole Municipal Code are a continually changing requirement, and

WHEREAS, the City of North Pole Municipal Code should be amended to conform to the requirements of the city, and

WHEREAS, the City of North Pole wishes to promote and encourage economic and tourism development within the City of North Pole, and

WHEREAS, a grant-based program is the best way to ensure funding is allocated in the most responsible manners.

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 4 Chapter 9 Sections .020 Tax Levy, .025 Bed Tax Grant Distribution and .025 7. d. Bed Tax Selection Committee Meeting is hereby amended in the North Pole Code of Ordinances as by removing 'primarily' and 'including' and 'and for the funding of service for the general public' adding the words 'intended' and 'and' changing 25 percent to 5 percent and the fourth Tuesday in November to the last Tuesday in November, or before the first of December.

4.09.020 Tax levy.

A. There is hereby levied a tax on the use and privilege of renting a room within the City equal to eight percent of the daily rent charged for each room rented for each twenty-four-hour period, or any portion of that period. This tax is imposed upon all room rentals unless the rental is specifically exempted herein or by other applicable law. The tax is not imposed upon a permanent resident of a room.

B. It is the purpose and intent of the tax levied under this chapter to raise revenues. To that end, the scope of the tax levied shall be broadly interpreted and exemptions shall be allowed only when the room rental clearly falls within an exemption defined in this chapter. The burden of proving an exemption is on the person claiming the exemption.

C. The tax levied under this chapter is to raise revenues ~~primarily intended~~ for the purpose of funding services for the promotion of economic development, ~~including and~~ the tourist industry, ~~and for the funding of services for the general public.~~

D. All taxes imposed by this chapter are due and payable at the time of rental and are delinquent if not paid when due. The tax levied in this section shall be paid in addition to any and all other taxes and charges.

E. The obligation for the payment of the room tax is upon the guest. Every operator providing rentals taxable under this chapter shall collect the taxes imposed by this chapter from the guest at the time of rental and shall transmit the same to the City of North Pole in accordance with the reporting requirements in this chapter. (Ord. 14-14 § 2, 2014; Ord. 10-07 § 2, 2010; Ord. 09-14 § 2, 2009; Ord. 09-08 § 2, 2009; Ord. 09-03 § 2, 2009)

4.09.025 Bed tax grant distribution.

A. Bed tax grant distribution amounts are based on the prior year's audited financials; there will be an administration fee of ~~twenty-five five~~ percent of the total bed tax collected by the City annually.

Distribution of the remaining bed tax revenues shall be at the discretion of the City Council, which shall distribute the remaining revenues on an annual basis to approved organizations for the prescribed purposes, so long as the organization's purpose and objectives align with NPMC [4.09.020\(C\)](#) and they have submitted the application before the cutoff date.

D. The City Council establishes the following grant guidelines and process for the selection, application and distribution of bed tax funds:

7. Scoring Proposals from Applicants.

a. The Mayor shall create a committee to review all applications and give recommendations to the Council for allocation amounts.

i. Committee members may not serve on a board or have a controlling interest in any of the organizations applying for City of North Pole bed tax funds.

b. All applicants who have turned in their applications on time and have completely filled them out will be given no more than ten minutes to pitch their proposal and answer questions.

c. Each individual scorer will be given only one hundred points to allocate to the desired applicants. Once all applicants have presented, each applicant's score will be averaged. The point value given to an applicant shall be the percentage of the total bed tax grant amount to be awarded, after the City's administration fee ~~of twenty-five~~ five percent.

d. The Bed Tax Selection Committee shall meet on the ~~fourth Tuesday of November~~ last Tuesday of November or before the first of December to hear proposals from applicants. (Ord. 15-23 § 2, 2015; Ord. 15-15 § 2, 2015; amended during 2015 reformat; Ord. 14-14 § 2, 2014)

Section 11. Effective date. This ordinance shall become effective December 6, 2021.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this ____ day of December 2021.

Michael W. Welch, Mayor

ATTEST:

Melissa Dionne, City Clerk

PASSED/FAILED

Yes:

No:

Absent:

**City of North Pole
Utility Billing Dept**

Memo

To: Bill Butler, Director of City Services
From: Melanie Swanson, Utilities Billing Clerk
Date: November 4, 2021
Re: Michael Cook Utility Account 6416.02

Michael Cook was the former owner of 2690 Bald Eagle Ct Unit A. When the condo association changed all meters to individual billing, Mr. Cook never turned in an application nor paid his deposit, which led me to believe that this was going to be a customer that was hard to contact.

Billings were sent out as normal each month, and the bills were being paid.

Mr. Cook sold this property and this account was closed on June 9, 2021. A final bill was emailed and mailed to the address on file several times with no response. The mailed copies were coming back from USPS as a return to sender, not at this address, unable to forward.

The home has been sold to a new owner and under NPMC 13.12.020 (A) (1) New Property Owner. An individual, commercial enterprise, or institution becomes a utility customer from the date they take ownership of a property where the property has active utility service regardless of whether they have submitted a utility contract. The new property owner is responsible for all utility charges from the date they take ownership of the property and all charges documented in the liens against the property, including liens for outstanding delinquent utility bills incurred by past and current renters of the property.

This balance cannot be transferred to the new owner.

I have been unsuccessful in locating this customer with the resources that I have, I respectfully ask that the balance on the account for \$191.25 be written off.

Respectfully Submitted,



Melanie Swanson

Utility Billing Clerk



North Pole Police Department

125 Snowman Ln.
North Pole, AK 99705
907-488-6902
Northpolepolice.org



November 8, 2021

To: Honorable Mayor Welch
North Pole City Council

Re: New Hire wage determination

The candidate has the following qualifications:

- 1) College 74 credits
- 2) 6 months of FTO with FPD
- 3) 2 LEO Academies.

Consistent with previous new hires with an academy and some law enforcement experience I am asking the council to approve a starting wage under the current pay scale of \$25.67 at range 6.

Thank you.

Chief Steve Dutra

Memo



To: Michael Welch, Mayor

From: Chad Heineken, Fire Chief

Cc:

Date: 11/8/2021

Re: Firefighter PPE Purchase

Mayor Welch,

I am requesting the use of Sourcewell cooperative purchasing agreement for the purchase of new firefighting PPE. I verify the Sourcewell cooperative purchasing contract, RFP#032620 pertaining to the purchase of a new firefighting PPE meets and exceeds the requirements of the North Pole Municipal Code Chapter 4.16 Purchasing.

Specifically, North Pole Municipal Code 4.16.040 (E)(1) states,

1. The Mayor or his designee certifies in writing to the City Council that the request for bids or request for proposal process of the entity issuing the request satisfies the minimum requirements detailed in subsection (A) of this section for bids or subsection (B) of this section for proposals

After studying the Sourcewell documents and contract it can be verified that the Sourcewell sealed bidding processes, procedures and resulting contracts are within all requirements found in North Pole Municipal Code.

I am now asking you or your designee to provide in writing a letter to City Council with the appropriate verifications needed to meet the requirements of the above mentioned Code 4.16.040 (E)(1).