



CITY OF NORTH POLE
Regular Meeting
December 6, 2021
North Pole Council Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, December 6, 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 11/15/21 (Pg. 3-10)
6. Communications from the Mayor
7. Council Members Questions of the Mayor
8. Communications from Department Heads, Borough Representative and the City Clerk
9. Ongoing Projects Report
 - a. 2022 Committee sign ups (Pg. 11-12)
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. 13-17)
- b. Ordinance 21-19, an Ordinance of the City of North Pole, Alaska, to Amend the 2021 General Fund Budget (Pg. 18-19)
- c. Ordinance 21-20, an Ordinance of the City of North Pole, Alaska, to Amend the Tax Levy & Bed Tax Grant Distribution (Pg. 20-22)

12. New Business:

- a. Ordinance 21-21, An Ordinance of the City of North Pole, Alaska, to Amend the Sales Tax and Uniform Alaska Remote Seller Sales Tax Exemptions (Pg. 23-25)
- b. Ordinance 21-22, An Ordinance of the City of North Pole, Alaska, to Amend Title 10 Vehicles and Traffic (Pg. 26-27)
- c. Ordinance 21-23, An Ordinance of the City of North Pole. Alaska, to Amend the Leave Policy and Pay Scale for City of North Pole Employees (Pg. 28-36)
- d. MOU for Stevie's Place for participation in the SART investigations (Pg.37-45)
- e. Approval to Purchase Fire Dept. PPE's from Curtis (Pg. 46-48)
- f. MOA for the Maintenance of the FAST Area Surface Upgrades btw. DOT & PF and the City of North Pole (Pg. 49-50)
- g. MOA for the Local Match Contribution for the FAST Area Surface Upgrades btw. DOT & PF and the City of North Pole (Pg. 51-52)

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 15, 2021 via Zoom.

CALL TO ORDER/ROLL CALL

Mayor Welch called the regular City Council meeting of Monday, November 15, 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 Skipps

Absent/Excused:

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Welch

INVOCATION

Given by Mr. McGhee

APPROVAL OF AGENDA

Mr. Claus *moved to* approve the agenda of November 15, 2021

Seconded *by* Mr. McGhee

Mr. McGhee *moved to* amend the agenda of November 15, 2021 to consent the following items:

Old Business:

- b. Ordinance 21-18, An Ordinance of the City of North Pole, Alaska Amending the 2021, Operating Budget for the Fire Department.

New Business:

- b. Ordinance 21-20, an Ordinance of the City of North Pole, Alaska, to amend the Bed Tax Levy & Bed Tax Grant Distribution.

- c. Request for Cancellation of a Bad Debt
- d. Request to Approve New Hire Wage Determination for NP Police Officer
- e. Request to purchase PPE for NPDF from Sourcewell.

Seconded by Ms. Welch

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

Mr. McGhee *moved* to approve the minutes from the 11/1/21 meeting

Seconded by Ms. Welch

DISCUSSION

None

- A correction to the spelling of Mr. Cromer's last name was noted.

COMMUNICATIONS FROM THE MAYOR

- Noted that there was not as much fan fare for Veteran's Day as there has been in the past. He did entertain Barry Nickelsberg, Chief of Gifts and Endowments for the Jimmy Carter Center in Atlanta Georgia. They went to Chena Hot Springs where Bernie Carl was their host. The Mayor let everyone know that he would be leaving the next day to head to Anchorage for the AML & the Alaska Conference of Mayors. He is presenting a project that he is presenting to them for consideration for capital improvement money from the state of Alaska for the central heat program. On the horizon for the council is going to be committee signups and discussion for possible new committees.
- Included in the Council packet was a letter from Col. David Berkland, USAF Commander, that Eielson AFB

has been selected as the preferred pilot location to host the first Dept of the Air Force nuclear micro-reactor. Construction is estimated at 2025 and public engagement will be available as the project moves on.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Dept., Chief Dutra

- Swearing in of new NPPD Office Koerner
- Halloween event – 600 glowsticks – low food turnout – great job employees and volunteers
- New vehicles are largely finished – waiting for final install of trickle charger then will ship.
- I will be out of town Dec 1-10 – half for personal half work in Anchorage.
- ITF – good discussions on range land and possible Usibelli EVOC land.
- Building is coming along. Finished painting in 65% of building. Ceiling grid is in. Tues- Wed finish of sheetrock and painting.
- Mayor authorized ARPA funds for IT infrastructure for new addition. This will cover equipment cabling and cabinets to support critical infrastructure and communications within the new addition.
- Sgt. McBroom gave his notice, he will be retiring his last day will be the 20th of November.

Fire Dept., Chief Heineken

- Does not have a formal report.

Director of City Services, Bill Butler

Building Department

- No new building permits issued since November 1, 2021.

Public Works

- Street light project: Asking Council to add \$163,458 to 2022 General Fund capital projects to augment the \$200,000 already budgeted for the project. The City initially paid \$68,267 in 2017 to get the project started. Without the additional funding, this project is unlikely to proceed.

Utility Department

Utility

- Sludge: Sewer budget requires \$150,000 transfer in from Sewer Reserves to remove and

treat balance of remaining sludge in spring 2022.

- Federal infrastructure funding expected to allocate \$55 billion for water & wastewater projects nationally with an anticipated \$180 million for Alaska projects.
 - Utility has “shovel ready” sewer discharge main project.
 - Requested Stantec Consulting to generate a scope of work for replacement of our corroding steel water mains. See that attached picture of a sample of the City’s steel water mains. These water mains serve the core of the City and are almost 50 years old. (high priority).
 - Requested Stantec Consulting to generate a scope of work for replacement of aerators in treatment lagoons at wastewater treatment plant. (medium priority).

Moose Creek

- Last major construction activity is installation of new well pumps.
 - Well B new pump and controls successfully installed and currently feed the water system.
 - Well A new pump and controls successfully installed, but experiencing problems coordinating the well with WTP.
 - Spring 2022 a maximum of 18 additional service line installations and 18 wells to be decommissioned.
 - Road resurfacing work to be completed in spring 2022.
 - Project termination to occur no later than August 31, 2022.
 - Data report for project achievements thru end of October 2021 were sent out to everyone.
- The Mayor asked about the street lights project and what Bill’s advice was on preceding. Bill recommended that we move ahead with the project. The lights that are in the plan are LED’s and we are going to be able to do the project for significantly less then if we paid for the whole thing ourselves. Mr. Cromer asked some clarifying questions on where the new streetlights are going to be going. Bill responded that the new streetlights are going to be installed in the Ford and Morning Star subdivisions and the older streetlights on GVEA poles in town will be replaced with newer lights that are not run through GVEA. Mr. Cromer asked about seeing a map where the lights are going to be. Ms. Welch said that she has been approached by several constituents who are concerned about the light pollution that will potentially be added by the lights. Bill said that the new lights will be the same as the ones around city hall, the LED is a flat light. Bill said that the fixtures and power have already been designed and that it would be difficult to change at this time. Mr. Keller asked if the constituents in those areas had been or could be notified about this project. Bill responded that previous Mayor Ward in 16/17 did a survey in the areas and a public meeting giving people a chance to give their thoughts and that the response was pretty good from the communities. Bill said that if we went back to take more public comments on the project that it would push the installation out by another year.
- The Mayor said that he feels we are ‘shovel ready’ for the replacement piping project and plans on asking for some of the 10 year infrastructure bill money that Alaska will be receiving. He feels we have a good chance at getting the money, the only drawback being that there are communities that are more rural than we are and that they would have preference.

- The Mayor also brought up the idea of the bond bank and that we could potentially borrow the money at a very low interest rate for the replacing meters project. Bill mentioned that there are other loans from the Alaska Clean Water Fund and AK Clean Drinking Water Fund and that would be easier to get and with just of low as an interest rate.
- Mr. McGhee asked if there have been any updates to the Baumgardner request on the lien against their sons' property and if the \$1000 legal fees that we have spent are included in the lien. Bill said that the answer is no, Ms. Baumgardner has not approached the city with a resolution other than having the city forgive the entire debt. They are going to talk to CSG about working out an installment plan for the debt. And yes, the attorneys' fees have been added to the lien.

Finance, Tricia Fogarty

- She has been working on Tyler with the parallel payroll right now, it is going well. The payrolls for the rest of the year will be done in both systems. They are going live in December. Tricia asked that we give Michelle support in the next few weeks as she just lost her mom, she encouraged Michelle to take time off as she needed. The financials were not included for this meeting due to this and the Mayor asked if they could be available before Thanksgiving.
- The mayor asked how much of the CARES money we still had left. Tricia said that she believes it is around \$480,000, but that not all of the invoices are in. She reminded us that whatever money that we do not spend needs to be returned at the end of the year.
- Mr. McGhee asked if we are moving forward with getting the heat fixed and equipment needed for doing a hybrid city council meeting. The Mayor said that he is looking into alternative ideas. Tricia said that she had a link for a camera that could work for us. Mr. Cromer offered a few ideas for a quick fix with a TV and speakers.

Borough Representative

- None. Ms. Welch did not attend the last meeting, the date had changed and she was not made aware.

City Clerk's Office, Melissa Dionne

- Will be gone starting Wednesday through the following Monday. Please email if you need anything from her, she will be checking emails.

ON GOING PROJECTS

Bed Tx Committee

- The mayor gave some background on how we chose the members for this committee. There were some issues with schedule the meeting in the allotted timeframe given by the ordinance, so the date of the meeting changed from the 23rd to the 30th. Council members on the committee are the Mayor, Mr. Keller, Mr. Claus and Ms. Welch. Reminded everyone that the council will still be voting on the final

disbursement of the money.

- Mr. Mc. Ghee expressed concerns that some of the recipients of last years award did not meet all of the requirements based on last years funding. He feels that the requirements were not met for NPCCC in particular. He clarified some directions for the new clerk moving forward. He also wanted to clarify some of the agencies that are on the list asking for an award not being eligible based on the ordinance as written. The clerk and the mayor assured him that the agencies will be correctly vetted before the meeting of the committee. Mr. Cromer was concerned about the clerk making the call of what agencies qualify under the ordinance and felt that the committee as a whole should be making that call.

Mr. McGhee *moved* to approve the bed tax committee as established by the mayor and to have the meeting on November 30, 2021

Seconded *by* Mr. Claus

DISCUSSION

None

PASSED

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

No: 0

Absent: 0

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

- None

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

Mr. Claus *moved* to approve 21-17 and move to the third reading

Seconded *by* Ms. Welch

DISCUSSION

Mr. McGhee asked if the corrections that we talked about during the last meeting were made. Tricia sent everyone the spreadsheet with the changes. Mr. McGhee reminded everyone that the new pay scales are going to be introduced soon and except for Bill's are already included in the 2022 budget.

Mr. McGhee *moved* to amend 21-17

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

- a. Ordinance 21-19, an Ordinance of the City of North Pole, Alaska, to Amend the 2021 General Fund Budget

Mr. Claus *moved* to Introduce Ordinance 21-19

Seconded *by* Mr. McGhee

DISCUSSION

Mr. McGhee asked Bill to share the changes that are being made. The change is moving \$60,000 out of the Public Works Budget to the Capital Projects Budget for the sidewalk project/street maintenance. The fiscal note for this ordinance reads with the wrong accounts to debit as it is written now.

Mr. McGhee *moved* to amend the fiscal note with the amendment to change the accounts to debit to the correct ones.

Seconded *by* Mr. Claus

On the amendment to the amendment

DISCUSSION

None

PASSED

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

No: 0

Absent: 0

On the amendment

DISCUSSION

None

PASSED

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

No: 0

Absent: 0

21-19 will advance to the 12/06/21 meeting

COUNCIL COMMENTS

The council wished everyone a safe and happy Thanksgiving holiday.

Mr. McGhee *moved* to adjourn

Seconded *by* Mr. Skipps

The regular meeting of Monday, November 15, 2021 adjourned at 8:39 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, November 15, 2021.

Michael Welch, Mayor

ATTEST:

Melissa Dionne, City Clerk



City of North Pole 2022 Committee's

Festival

Mayor Welch	125 Snowman Lane, North Pole	mwelch@northpolealaska.org	907-488-8584	
Jennifer Hughes				
Larnetia Skipps	2729 Perimeter Dr., North Pole	larnetiaskipps@gmail.com	907-378-6635	
Aino Welch	934 Les Rogers Turnaround, North Pole	awelch@northpolealaska.org	907-488-5834	

Bed Tax

Mayor Welch	125 Snowman Lane, North Pole	mwelch@northpolealaska.org	907-488-8584	
Larnetia Skipps	2729 Perimeter Dr., North Pole	larnetiaskipps@gmail.com	907-378-6635	
Jeff Jacobson	PO Box 57033, North Pole	jjacobson57@gmail.com	907-460-7733	
Wanda Adlesperger	449 North Santa Claus Lane, North Pole	info@hotelnorthpole.com	907-488-4800	
David Skipps	2729 Perimeter Dr, North Pole	dskipps@northpolealaska.org	907-750-5106	
Aino Welch	934 Les Rogers Turnaround, North Pole	awelch@northpolealaska.org	907-488-5834	
Anton Keller	508 W. 4th Ave, North Pole	akeller@northpolealaska.org	907-3987-2548	

Ethics

Doug Issacson			907-322-3133	1/1/21-12/31/23
Denise Taylor	1124 Lake Drive, North Pole		907-488-2422	1/1/20-12/31/22
David Wilson	905 Rogers Turnaround, North Pole	dvdwlsn32@gmail.com	907-347-1660	1/1/20-12/31/22
Benjamin Williams	1028 Hertha Turnaround, North Pole	bbc1williams@gmail.com	907-388-5911	1/1/20-12/31/22
Jeff Jacobson	PO Box 57033, North Pole	jjacobson57@gmail.com	907-460-7733	1/1/21-12/31/23

* Committee terms are 1/1/22 to 12/31/22 unless otherwise noted

2022 Committee's Master List

Memorial Park

Mayor Welch	125 Snowman Lane, North Pole	mwelch@northpolealaska.org	907-488-8584	
Chief Dutra	125 Snowman Lane, North Pole	sutra@northpolepolice.org	907-488-8456	
Chief Heineken	110 Lewis St, North Pole	cheineken@northpolefire.org	907-488-0444	

Code Violations

Mayor Welch	125 Snowman Lane, North Pole	mwelch@northpolealaska.org	907-488-8584	
Thomas McGhee	152 North Star Dr., North Pole	tmcghee@northpolealaska.org	907-347-8019	
David Skipps	2729 Perimeter Dr, North Pole	dskipps@northpolealaska.org	907-750-5106	

Economic Development

Mayor Welch	125 Snowman Lane, North Pole	mwelch@northpolealaska.org	907-488-8584	

Borough Rep.

Aino Welch	125 Snowman Lane, North Pole	awelch@northpolealaska.org	907-488-5834	

* Committee terms are 1/1/22 to 12/31/22 unless otherwise noted

2022 Committee's Master List

**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	737,900 691,321
Clerk & HR	255,364	255,364 301,943
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.

46

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.
52

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.
58

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. 21-19

**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

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.
[new text in red, deleted text in ~~strikethrough-red~~]

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
ORDINANCE 21-21**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING
THE SALES TAX AND UNIFORM ALASKA REMOTE SELLER SALES
TAX EXEMPTIONS**

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 growth from other government agencies, as well as local restaurants, and

WHEREAS, the City of North Pole wishes to exempt government agencies from sales tax for services provided, and

WHEREAS, the City of North Pole wishes to exempt from sales tax the sale of wholesale goods to restaurants.

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 8 Sections .050 Exemptions is hereby amended in the North Pole Code of Ordinances as followed: [new text in red, text to delete in red ~~strikethrough~~]

4.08.050 Exemptions.

A. The following classes of sales, rentals, and services are exempt from the tax imposed by this chapter:

1. Casual and isolated sales not exceeding \$1,000 (one thousand dollars) per calendar year and not requiring the seller to hold a current City or State business license;

2. Sales, services, rentals, and transactions which the municipality is prohibited from taxing under the Constitution of the United States or the State of Alaska, including but not limited to:

a. Sales of insurance bonds of guaranty, fidelity, and the commissions thereon,

b. Sales to Federally chartered credit unions,

- 29 c. Sales of goods made with food coupons, food stamps, or other type of certificate issued
30 under 7 USC 2011 through 2025 (Food Stamp Act), or made with food coupons, food vouchers,
31 or other type of certificate issued under 42 USC 1786 (Special Supplemental Food Program for
32 Women, Infants, and Children);
- 33 3. Sales, rentals, or services provided by/or to the United States, to the State of Alaska, and
34 any public corporation or political subdivision thereof;
- 35 4. Sales, rentals, or services provided to any volunteer ambulance, fire, or law enforcement
36 organization providing service to the public and to public international organizations designated
37 by the President of the United States;
- 38 5. Sales of professional medical services performed by a person, clinic, or hospital licensed
39 and certified under the State of Alaska:
- 40 a. The preparation of controlled substances prescribed and supplied by a State licensed and
41 certified medical professional,
- 42 b. Counseling services provided by State licensed and certified psychologists or psychological
43 associates, clinical social workers, alcohol and drug counselors, or marital and family therapists,
- 44 c. Assisted living services provided in accordance with State regulations, and licensed by
45 such,
- 46 d. Sales and rentals of hearing aids, crutches, wheelchairs, and other personal property
47 specifically manufactured for a patient;
- 48 6. Sales of newspapers or other periodicals by carrier made directly to consumers where the
49 carrier is responsible for the collection of sales revenue;
- 50 7. Membership dues, fees, or assessments paid to clubs, labor unions, fraternal organizations,
51 and other nonprofit organizations that have obtained Exemption Certificate 501(c) from the
52 Internal Revenue Service;
- 53 8. Sales, services, and rentals to a buyer, or made by a seller, for functions organized and
54 administered solely by an organization holding a current 501(c)(3) or 501(c)(4) exemption ruling
55 or equivalent from the Internal Revenue Service which has a physical or mailing address within
56 City limits and a resolution or letter from the board, naming up to a maximum of six individuals,
57 authorized to make purchases on behalf of the organization. This exemption does not apply to
58 the sale of pull-tab games;
- 59 9. Sales of school admission tickets, goods, services, and rentals for school entertainment,
60 athletic activities, and all other activities conducted by school-sanctioned groups;
- 61 10. Sales of food and beverages in public or private school and college cafeterias or
62 lunchrooms which are not operated for profit;
- 63 11. Rentals of real property where the term of tenancy is monthly or longer;

12. Sales, rentals, or leases/purchase agreements of automobiles by a dealer made outside City limits;

13. Sales for resale (wholesale) of tangible personal or real property, other than tobacco, to a buyer for reselling ~~in its original form~~;

4.08.010 Definitions.

For the purpose of this article, the following words and phrases shall have the meanings respectfully ascribed to them by this section:

“Sale for resale (wholesale)” means the act of selling tangible personal or real property to a buyer for reselling ~~in its original form for consideration~~.

Section 3. Effective date. This ordinance shall become effective immediately upon passage.

PASSED AND ADVANCED 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
ORDINANCE NO. 2021-22**

**AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING TITLE 10 VEHICLES
AND TRAFFIC**

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

WHEREAS, the City of North Pole wishes for its streets to remain as safe as possible for its constituents; and

WHEREAS, the City of North Pole wishes to retain the status quo within the city of North Pole whereby all-purpose vehicles are prohibited from traveling on public roadways and to opt-out of regulations recently adopted by the State of Alaska Department of Public Safety (DPS) which permit all-purpose vehicle use on public roadways. Authority for the DPS adopting these newly enacted regulations is found under AS 28.05.011.

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. North Pole Municipal Code Title 10, entitled "Vehicles and Traffic", be amended by adding a new Section 10.04, entitled "Exception- Prohibition of all-purpose vehicles traveling on public roadways", to read as follows [new text in red]:

**Title 10
VEHICLES AND TRAFFIC
Chapters:**

10.01 State Regulations Adopted

10.02 Motor Vehicle Impoundment and State Forfeiture

10.03 Restrictions on Certain Vehicles

10.04 Exception- Prohibition of all-purpose vehicles traveling on public roadways

10.04.010 Exception- Prohibition of all-purpose vehicles traveling on public roadways.
No driver of an all-purpose vehicle may travel on a public roadway within the city of North Pole. The city of North Pole adopts all state traffic regulations that otherwise reference or

39 define "all-purpose vehicle" as they presently exist and as they may be revised in the
40 future as part of the traffic code for the city of North Pole.

41
42 **Section 3. Effective Date.** This ordinance shall become effective the day after the date
43 of its passage.

44
45
46
47 ADOPTED THE _____ DAY OF December 2021.

48
49
50
51 _____
52 Mayor: Michael W. Welch

53 ATTEST:

54
55 _____
56 Melissa Dionne
57 City Clerk
58

Sponsored by: Mayor Welch & the NP City Council
Introduced: December 6, 2021

**CITY OF NORTH POLE
ORDINANCE NO. 2021-23**

**AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING THE LEAVE POLICY
AND PAY SCALE FOR CITY OF NORTH POLE EMPLOYEES**

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

WHEREAS, the City of North Pole wishes to remain competitive with its compensation for it's employees; and

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

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

Section 2. Title 2 Chapter 36 sections 410 Leave and 470 Pay are hereby amended in the North Pole Code of Ordinances as follows: [new text in red, deleted text in ~~strikethrough red~~] see attached

Section 3. Effective Date. This ordinance shall become effective on the first day of January 2022.

ADOPTED THE ____ DAY OF December 2021.

Mayor: Michael W. Welch

ATTEST:

Melissa Dionne
City Clerk

2.36.410 Leave.

A. All full-time employees shall be granted leave time in hours per month, as per the following table:

Employees Hired After January 1, 1990

Employee	2 years or less	02 – 4 years	5 years or more
40 hrs/week	10.75	17.3	21.8
19-day cycle	14.25	23	28.75

~~Employees Hired Prior to December 31, 1989~~

Employee	1 year or less	1 – 3 years	4 years or more
40 hrs/week	12	18	24
19-day cycle	17.25	26.25	34.5

~~B. New employees shall not maybe be eligible for leave during their first ninety days of employment, if approved by their supervisor, although leave shall accrue from the beginning of employment.~~

CB. Monetary compensation (leave buy-out) can be authorized up to a maximum of eighty hours (one hundred twenty hours for personnel on the nineteen-day cycle shift) per calendar year with the approval of the department head. An employee must have sixteen hours remaining for forty-hour-per-week employees and twenty-four hours remaining for nineteen-day cycle employees after compensation in order to be eligible.

DC. Department heads or designees are the sole approving authority on leave. Approval considerations shall be based upon department operation requirements and the desire of the employee. Leave may be canceled or amended to allow the department to meet emergency situations. However, leave may not be canceled or amended to avoid paying overtime.

ED. An employee who is unable to report to work for any reason without prior approval shall report the reason for his absence to his department head as soon as possible after the time he/she is expected to report for work. Leave with pay shall be allowed on a case-by-case basis. The department head shall determine whether or not an employee's reason for

absence warrants leave with pay. It is the responsibility of the employee to provide substantiation of their reason for not appearing for work.

2.36.470 Pay.

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

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

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

D. The City Council shall ~~every three years~~ review, ~~periodically~~ the pay scale to recommend cost of living increase adjustments as warranted and shall communicate back to the employees the outcome of the review. ~~Department heads will report market surveys to the City Council annually in advance of the normal budget cycle. All market surveys will use the same data source.~~

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

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

Accounts Receivable/Receptionist Clerk:

Clerk I

2 Steps

Clerk II	2 Steps
Clerk III	2 Steps
Clerk IV	2 Steps
City Accountant:	-
Certified Public Accountant (CPA)	2 Steps
Deputy Accountant:	
Deputy Accountant I	2 Steps
Deputy Accountant II	2 Steps
Deputy Accountant III	2 Steps
Deputy Accountant IV	2 Steps
City Clerk:	
Certified Municipal Clerk (CMC)	2 Steps
Certificate in Human Resource Management	2 Steps
Master Municipal Clerk (MMC)	2 Steps
Dispatch Admin/Exec. Assistant/Evidence Technician:	
Dispatch Admin/Exec. Assistant/Evidence Technician I	2 Steps
Dispatch Admin/Exec. Assistant/Evidence Technician II	2 Steps
Dispatch Admin/Exec. Assistant/Evidence Custodian III	2 Steps
Admin/Exec. Assistant/Evidence IV	2 Steps
Firefighter Personnel:	
(Engineer, Lieutenant, Captain, Deputy Fire Chief)	
Firefighter II/EMT III	2 Steps
Fire Apparatus Driver/Operator	2 Steps
Fire Officer I	2 Steps
Firefighter II/MICP	2 Steps
Police Officer:	
Police Officer I	2 Steps

Police Officer II	2 Steps
Police Officer III	2 Steps
Police Officer IV	2 Steps
Public Works Assistant:	
Public Works Assistant I	2 Steps
Public Works Assistant II	2 Steps
Utility Assistant:	
Utility Assistant I	2 Steps
Utility Operator I	2 Steps
Utility Operator II	2 Steps
Water Treatment Level III	1 Step

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

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

H. Promotions. An employee who has received a promotion shall move ~~up the pay scale but may not vertically to the position classification slot designated in the step code promotion title.~~ No vertical promotion shall exceed \$500 (five hundred dollars) a month increase. ~~An employee shall be moved to the next highest slot under the promotion limit.~~

Police Department

Position		Year/Step																			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Director of City Services	Hourly	39.53	40.72	41.94	43.20	44.49	45.83	47.20	48.62	50.08	51.58	52.35	53.14	53.93	54.74	55.56	56.40	57.24	58.10	58.97	59.86
	Monthly	6,852	7,057	7,269	7,487	7,712	7,943	8,181	8,427	8,680	8,940	9,074	9,210	9,349	9,489	9,631	9,776	9,922	10,071	10,222	10,375
	Yearly	82,222	84,689	87,230	89,847	92,542	95,318	98,178	101,123	104,157	107,282	108,891	110,524	112,182	113,865	115,573	117,306	119,066	120,852	122,665	124,505
Public Works Supervisor		36.00	37.08	38.19	39.34	40.52	41.73	42.99	44.28	45.60	46.97	47.68	48.39	49.12	49.85	50.60	51.36	52.13	52.91	53.71	54.51
		6240	6427	6620	6819	7023	7234	7451	7674	7905	8023	8144	8266	8390	8516	8643	8773	8905	9038	9174	9311
		74,880	77,126	79,440	81,823	84,278	86,806	89,411	92,093	94,856	97,701	99,167	100,654	102,164	103,697	105,252	106,831	108,433	110,060	111,711	113,380
Public Works Assistant		26.00	26.78	27.58	28.41	29.26	30.14	31.05	31.98	32.94	33.92	34.43	34.95	35.47	36.01	36.55	37.09	37.65	38.22	38.79	39.37
		4507	4,642	4,781	4,925	5,072	5,224	5,381	5,543	5,709	5,880	5,968	6,058	6,149	6,241	6,335	6,430	6,526	6,624	6,723	6,824
		54,080	55,702	57,373	59,095	60,868	62,694	64,574	66,512	68,507	70,562	71,621	72,695	73,785	74,892	76,015	77,156	78,313	79,488	80,680	81,890
Utility Supervisor		36.00	37.08	38.19	39.34	40.52	41.73	42.99	44.28	45.60	46.97	47.68	48.39	49.12	49.85	50.60	51.36	52.13	52.91	53.71	54.51
		6240	6,427	6,620	6,819	7,023	7,234	7,451	7,674	7,905	8,142	8,264	8,388	8,514	8,641	8,771	8,903	9,036	9,172	9,309	9,449
		74,880	77,126	79,440	81,823	84,278	86,806	89,411	92,093	94,856	97,701	99,167	100,654	102,164	103,697	105,252	106,831	108,433	110,060	111,711	113,386
Utility Operator		28.00	28.84	29.71	30.60	31.51	32.46	33.43	34.44	35.47	36.53	37.08	37.64	38.20	38.78	39.36	39.95	40.55	41.15	41.77	42.40
		4853	4,999	5,149	5,303	5,462	5,626	5,795	5,969	6,148	6,332	6,427	6,524	6,622	6,721	6,822	6,924	7,028	7,134	7,241	7,349
		58,240	59,987	61,787	63,640	65,550	67,516	69,542	71,628	73,777	75,990	77,130	78,287	79,461	80,653	81,863	83,091	84,337	85,602	86,886	88,189
Utility Assistant		26.00	26.78	27.58	28.41	29.26	30.14	31.05	31.98	32.94	33.92	34.43	34.95	35.47	36.01	36.55	37.09	37.65	38.22	38.79	39.37
		4,507	4,642	4,781	4,925	5,072	5,224	5,381	5,543	5,709	5,880	6,058	6,149	6,241	6,335	6,430	6,526	6,624	6,723	6,824	
		54,080	55,702	57,373	59,095	60,868	62,694	64,574	66,512	68,507	70,562	71,621	72,695	73,785	74,892	76,015	77,156	78,313	79,488	80,680	81,890
Utility & Building Clerk		22.00	22.66	23.34	24.04	24.76	25.50	26.27	27.06	27.87	28.71	29.14	29.57	30.02	30.47	30.92	31.39	31.86	32.34	32.82	33.31
		3,813	3,928	4,046	4,167	4,292	4,421	4,553	4,690	4,831	4,976	5,050	5,126	5,203	5,281	5,360	5,440	5,522	5,605	5,689	5,774
		45,760	47,133	48,547	50,003	51,503	53,048	54,640	56,279	57,967	59,706	60,602	61,511	62,434	63,370	64,321	65,286	66,265	67,259	68,268	69,292

Administration:

Position		Year/Step																			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Mayor	Hourly	33.17	33.83	34.51	35.20	35.90	36.62	37.35	38.10	38.86	39.64	40.43	41.24	42.07	42.91	43.77	44.64	45.54	46.45	47.37	48.32
	Monthly	5750	5,865	5,982	6,102	6,224	6,348	6,475	6,605	6,737	6,872	6,975	7,079	7,186	7,293	7,403	7,514	7,627	7,741	7,857	7,975
	Yearly	69,000	70,380	71,788	73,223	74,688	76,182	77,705	79,259	80,844	82,461	83,698	84,954	86,228	87,522	88,834	90,167	91,519	92,892	94,286	95,700
City Clerk		32.48	33.45	34.46	35.49	36.56	37.65	38.78	39.95	41.14	42.38	42.39	43.02	43.67	44.32	44.99	45.66	46.35	47.04	47.75	48.47
		5630	5,799	5,973	6,152	6,336	6,527	6,722	6,924	7,132	7,239	7,347	7,458	7,569	7,683	7,798	7,915	8,034	8,154	8,277	8,401
		67,558	69,585	71,673	73,823	76,038	78,319	80,668	83,088	85,581	86,865	88,168	89,490	90,833	92,195	93,578	94,982	96,406	97,852	99,320	100,810
City Manager		42.96	44.25	45.58	46.94	48.35	49.80	51.30	52.84	54.42	56.05	56.89	57.75	58.61	59.49	60.39	61.29	62.21	63.14	64.09	65.05
		7446	7,670	7,900	8,137	8,381	8,632	8,891	9,158	9,433	9,716	9,862	10,010	10,160	10,312	10,467	10,624	10,783	10,945	11,109	11,276
		89,357	92,038	94,799	97,643	100,572	103,589	106,697	109,898	113,195	116,590	118,339	120,114	121,916	123,745	125,601	127,485	129,397	131,338	133,308	135,308
Chief Financial Officer		36.64	37.74	38.87	40.04	41.24	42.48	43.75	45.06	46.41	47.81	48.53	49.26	50.00	50.75	51.51	52.28	53.07	53.86	54.67	55.49
		6352	6,543	6,739	6,941	7,149	7,364	7,585	7,812	8,047	8,288	8,412	8,538	8,666	8,796	8,928	9,062	9,198	9,336	9,476	9,618
		76,224	78,511	80,866	83,292	85,791	88,365	91,015	93,746	96,558	99,455	100,947	102,461	103,998	105,558	107,141	108,748	110,380	112,035	113,716	115,422
HR Manager		32.06	33.02	34.01	35.03	36.08	37.17	38.28	39.43	40.61	41.83	42.46	43.10	43.74	44.40	45.06	45.74	46.43	47.12	47.83	48.55
		5557	5,724	5,895	6,072	6,255	6,442	6,635	6,834	7,040	7,251	7,359	7,470	7,582	7,696	7,811	7,928	8,047	8,168	8,290	8,415
		66,685	68,685	70,746	72,868	75,054	77,306	79,625	82,014	84,474	87,009	88,314	89,638	90,983	92,348	93,733	95,139	96,566	98,014	99,485	100,977
Deputy Accountant		29.97	30.87	31.80	32.75	33.73	34.74	35.79	36.86	37.97	39.10	39.69	40.29	40.89	41.50	42.13	42.76	43.40	44.05	44.71	45.38
		5,195	5,351	5,511	5,676	5,847	6,022	6,203	6,389	6,581	6,778	6,880	6,983	7,088	7,194	7,302	7,411	7,523	7,635	7,750	7,866
		62,338	64,208	66,134	68,118	70,162	72,266	74,434	76,667	78,967	81,336	82,556	83,795	85,052	86,328	87,622	88,937	90,271	91,625	92,999	94,394
AP/Sales Tax Clerk		22.60	23.28	23.98	24.70	25.44	26.20	26.99	27.80	28.63	29.49	29.93	30.38	30.83	31.30	31.77	32.24	32.73	33.22	33.72	34.22
		3,917	4,035	4,156	4,281	4,409	4,541	4,678	4,818	4,962	5,111	5,188	5,266	5,345	5,425	5,506	5,589	5,673	5,758	5,844	5,932
		47,008	48,418	49,871	51,367	52,908	54,495	56,130	57,814	59,548	61,335	62,255	63,189	64,136	65,098	66,075	67,066	68,072	69,093	70,130	71,182

Position	Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Range 7	Range 8	Range 9	Range 10	Range 11	Range 12	Range 13	Range 14	Range 15	Range 16	Range 17	Range 18	Range 19	Range 20
Mayor	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750	5750
Police Chief	4558	4695	4836	4981	5130	5284	5442	5606	5774	5947	6126	6309	6499	6694	6894	7101	7314	7534	7760	7992
Fire Chief	4558	4695	4836	4981	5130	5284	5442	5606	5774	5947	6126	6309	6499	6694	6894	7101	7314	7534	7760	7992
City Accountant	4558	4695	4836	4981	5130	5284	5442	5606	5774	5947	6126	6309	6499	6694	6894	7101	7314	7534	7760	7992
Director of City Svcs	4558	4695	4836	4981	5130	5284	5442	5606	5774	5947	6126	6309	6499	6694	6894	7101	7314	7534	7760	7992
	26.30	27.09	27.90	28.74	29.60	30.49	31.40	32.35	33.32	34.32	35.35	36.41	37.50	38.62	39.78	40.97	42.20	43.47	44.77	46.12
Position	Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Range 7	Range 8	Range 9	Range 10	Range 11	Range 12	Range 13	Range 14	Range 15	Range 16	Range 17	Range 18	Range 19	Range 20
Police Lt.	4199	4325	4455	4588	4726	4868	5014	5164	5319	5479	5643	5812	5987	6166	6351	6542	6738	6940	7149	7363
Dep. Fire Chief	4199	4325	4455	4588	4726	4868	5014	5164	5319	5479	5643	5812	5987	6166	6351	6542	6738	6940	7149	7363
City Clerk	4199	4325	4455	4588	4726	4868	5014	5164	5319	5479	5643	5812	5987	6166	6351	6542	6738	6940	7149	7363
Deputy Accountant	4199	4325	4455	4588	4726	4868	5014	5164	5319	5479	5643	5812	5987	6166	6351	6542	6738	6940	7149	7363
HR	4199	4325	4455	4588	4726	4868	5014	5164	5319	5479	5643	5812	5987	6166	6351	6542	6738	6940	7149	7363
	24.23	24.96	25.71	26.48	27.27	28.09	28.93	29.80	30.69	31.61	32.56	33.54	34.55	35.58	36.65	37.75	38.88	40.05	41.25	42.49
Position	Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Range 7	Range 8	Range 9	Range 10	Range 11	Range 12	Range 13	Range 14	Range 15	Range 16	Range 17	Range 18	Range 19	Range 20
Records Mgr/Archivist	3124	3218	3314	3414	3516	3622	3730	3842	3957	4076	4198	4324	4454	4588	4725	4867	5013	5163	5318	5478
AR, AP, Utility Billing Clerk	3124	3218	3314	3414	3516	3622	3730	3842	3957	4076	4198	4324	4454	4588	4725	4867	5013	5163	5318	5478
Admin Asst	3124	3218	3314	3414	3516	3622	3730	3842	3957	4076	4198	4324	4454	4588	4725	4867	5013	5163	5318	5478
Evidence Cust/Dispr	3124	3218	3314	3414	3516	3622	3730	3842	3957	4076	4198	4324	4454	4588	4725	4867	5013	5163	5318	5478
	18.02	18.56	19.12	19.69	20.28	20.89	21.52	22.16	22.83	23.51	24.22	24.94	25.69	26.46	27.26	28.07	28.92	29.78	30.68	31.60
Position	Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Range 7	Range 8	Range 9	Range 10	Range 11	Range 12	Range 13	Range 14	Range 15	Range 16	Range 17	Range 18	Range 19	Range 20
Public Works Supervisor	4100	4223	4350	4480	4615	4753	4896	5042	5194	5350	5510	5675	5846	6021	6202	6388	6579	6777	6980	7189
	23.65	24.36	25.09	25.84	26.62	27.42	28.24	29.09	29.96	30.86	31.78	32.74	33.72	34.73	35.77	36.85	37.95	39.09	40.26	41.47
Public Works Assistant	3515	3620	3729	3841	3956	4075	4197	4323	4453	4586	4724	4866	5012	5162	5317	5476	5641	5810	5984	6164
	20.27	20.88	21.50	22.15	22.81	23.50	24.20	24.93	25.68	26.45	27.24	28.06	28.90	29.77	30.66	31.58	32.53	33.50	34.51	35.54
Utility Supervisor	4100	4223	4350	4480	4615	4753	4896	5042	5194	5350	5510	5675	5846	6021	6202	6388	6579	6777	6980	7189
	23.65	24.36	25.09	25.84	26.62	27.42	28.24	29.09	29.96	30.86	31.78	32.74	33.72	34.73	35.77	36.85	37.95	39.09	40.26	41.47
Utility Operator	3708	3819	3934	4052	4173	4299	4428	4560	4697	4838	4983	5133	5287	5445	5609	5777	5950	6129	6313	6502
	21.39	22.03	22.69	23.37	24.07	24.80	25.54	26.31	27.10	27.91	28.75	29.61	30.50	31.41	32.35	33.32	34.32	35.35	36.42	37.51
Utility Assistant	3515	3620	3729	3841	3956	4075	4197	4323	4453	4586	4724	4866	5012	5162	5317	5476	5641	5810	5984	6164
	20.27	20.88	21.50	22.15	22.81	23.50	24.20	24.93	25.68	26.45	27.24	28.06	28.90	29.77	30.66	31.58	32.53	33.50	34.51	35.54
Position	Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Range 7	Range 8	Range 9	Range 10	Range 11	Range 12	Range 13	Range 14	Range 15	Range 16	Range 17	Range 18	Range 19	Range 20
Police Sergeant	4077	4199	4325	4455	4589	4726	4868	5014	5165	5320	5479	5644	5813	5987	6167	6352	6542	6739	6941	7149
	23.52	24.23	24.95	25.70	26.47	27.27	28.08	28.93	29.79	30.69	31.61	32.56	33.53	34.54	35.58	36.64	37.74	38.87	40.04	41.24
Police Detective	3945	4063	4185	4311	4440	4573	4711	4852	4997	5147	5302	5461	5625	5793	5967	6146	6331	6520	6716	6918
	22.75	23.43	24.14	24.86	25.61	26.37	27.16	27.98	28.82	29.68	30.57	31.49	32.44	33.41	34.41	35.44	36.51	37.60	38.73	39.89
Police Officer	3838	3953	4072	4194	4320	4449	4583	4720	4862	5008	5158	5313	5472	5636	5805	5979	6159	6344	6534	6730
	22.14	22.80	23.49	24.19	24.92	25.67	26.44	27.23	28.05	28.89	29.75	30.65	31.57	32.51	33.49	34.49	35.53	36.59	37.69	38.82
Position	Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Range 7	Range 8	Range 9	Range 10	Range 11	Range 12	Range 13	Range 14	Range 15	Range 16	Range 17	Range 18	Range 19	Range 20
Fire Captain	4077	4199	4325	4455	4589	4726	4868	5014	5165	5320	5479	5644	5813	5987	6167	6352	6542	6739	6941	7149
19 day cycle	17.70	18.23	18.78	19.34	19.92	20.52	21.13	21.77	22.42	23.09	23.79	24.50	25.24	25.99	26.77	27.58	28.40	29.26	30.13	31.04
Fire Lieutenant	3932	4050	4171	4297	4426	4558	4695	4836	4981	5130	5284	5443	5606	5774	5948	6126	6310	6499	6694	6895
	17.07	17.58	18.11	18.65	19.21	19.79	20.38	20.99	21.62	22.27	22.94	23.63	24.34	25.07	25.82	26.59	27.39	28.21	29.06	29.93
Fire Engineer	3838	3953	4072	4194	4320	4449	4583	4720	4862	5008	5158	5313	5472	5636	5805	5979	6159	6344	6534	6730
	16.66	17.16	17.67	18.20	18.75	19.31	19.89	20.49	21.10	21.74	22.39	23.06	23.75	24.47	25.20	25.96	26.73	27.54	28.36	29.21
Firefighter	3347	3447	3551	3657	3767	3880	3996	4116	4240	4367	4498	4633	4772	4915	5063	5215	5371	5532	5698	5869
	14.53	14.97	15.41	15.88	16.35	16.84	17.35	17.87	18.41	18.96	19.53	20.11	20.72	21.34	21.98	22.64	23.32	24.02	24.74	25.48

(Ord. 19-09 § 2, 2019; Ord. 17-17 § 2, 2017; Ord. 17-09 § 2, 2017; Ord. 16-18 § 2, 2016; Ord. 16-17 § 2, 2016; Ord. 15-18 § 2, 2015; Ord. 15-17 § 2, 2015; Ord. 15-03 § 2, 2015; Ord. 14-23 § 2, 2014; Ord. 14-22 § 2, 2014; Ord. 10-09

§ 2, 2010; Ord. 10-02 § 2, 2010; Ord. 08-13 § 2, 2008; Ord. 04-05 § 2, 2004; Ord. 01-12 § 2, 2001; Ord. 01-09 § 2, 2001; Ord. 00-03 § 2, 2000; Ord. 99-1 § 2, 1999; Ord. 98-12 § 2, 1998)

- I. Merit increases: Merit increase may be granted, by Mayor and Department Head, or just Mayor if it is a Department Head, when an employee performs above and beyond their job description. Merit increases may be given for exceptional performance, saving the city money, acts of exemplary service, special achievement award, and or similar action deemed worthy by the Department Head and the Mayor. These merit increase can be permanent or for a set period of time as determined by the Mayor and the Department Head.
- J. Acting Pay: Acting pay will be granted to ANY employee who covers the essential job duties of a vacated position for more than 30 days or other special circumstances as determined by the Mayor and Department Head. Acting Pay will be set at a 2 Step increase.



North Pole Police Department



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

November 17, 2021

To: North Pole City Council

Re: SART MOU Approval

The North Pole Police Department has received a new Memorandum of Understanding from Steve's Place for participation in the local SART investigations. We have been involved with this organization for almost 2 decades. This MOU has been reviewed by the City Attorney and I have been given approval to send it to the council.

I have attached the documents for the council's approval and Mayor's eventual signature.

Thank you for your time.

Chief Steve Dutra

**Agency Memorandum of Understanding for the
RCPC Stevie's Place Multidisciplinary Team**

Between

Alaska State Troopers (AST)
Alaska Behavioral Health (ABH)
Fairbanks Police Department (FPD)
Foundation Health Partners, Forensic Nursing (FHP)
North Pole Police Department (NPPD)
North Slope Borough Police Department (NSBPD)
Resource Center for Parents and Children (RCPC)
State of Alaska, 4th Judicial District, Fairbanks, Attorney General's Office (AGO)
State of Alaska, 4th Judicial District, Fairbanks, District Attorney's Office (DAO)
State of Alaska, Division of Juvenile Justice (DJJ)
State of Alaska, Office of Children's Services, Northern Regional Office (OCS)
Tanana Chief's Conference (TCC)

Mission and Purpose:

Stevie's Place Child Advocacy Center is administered by the Resource Center for Parents and Children with input and cooperation of local and state law enforcement, prosecutors, child protection services and other community agencies. The RCPC Stevie's Place Multidisciplinary Team (MDT) exists to provide support to child victim(s) and their families while minimizing additional trauma as agencies move forward in their respective missions of support, investigation, protection and treatment.

The safety of children is the primary goal of the MDT. The success of the MDT is founded on communication, collaboration, and cooperation in the investigation and prosecution of child maltreatment cases and the use of the CAC by members of the MDT.

The MDT works to provide:

- Criminal investigations that are child-friendly with child-focused interviews.
- Medical evaluations of each victim, including evidence collection and follow up if needed.
- Victim, family and Legal advocacy.
- Mental health treatment and/or referrals.
- Accountability to alleged perpetrators in both civil and criminal justice systems.
- Culturally competent services.

Member Commitments:

All members agree to:

- Assist in developing interagency protocols and agreements and ensure that all MDT team members from each respective agency understand and adhere to protocols.

- Bring cases to the CAC that meet case acceptance criteria.
- Comply with confidentiality rules regarding release of information about children seen through the MDT process pursuant to AS 47.14.300
- Send new staff of any level who will be working on cases to CAC orientation.
- Attend monthly MDT case review meetings.
- Update MDT team on the case status and well-being of the child/family at case review meetings, to include placement information.
- Attend quarterly MDT advisory board meetings to review policy and procedures as needed.
- Provide CAC with reports of sexual abuse, including child on child cases, in which the victim is under 18 years of age or for developmentally delayed adults.
- Provide CAC with case information, including case status and client demographics, for case tracking, and database reporting.
- Collaborate with the MDT team to avoid duplicative interviews of children who meet case acceptance criteria.
- Follow all procedures for MDT notification and communication outlined in the protocol agreement.
- Establish a process for minimum screening outside of the CAC only as necessary to establish a legal basis for bringing the child to the CAC.
- Brief new signer (In the event of turnover) and work to obtain signature of incoming signer.
- Provide copies of relevant training certificates to the CAC program manager.

Alaska State Troopers (AST) agrees to the above commitments for all members and will:

- Work closely with medical staff, CAC family advocate or MDT coordinator, and OCS investigators on cases that meet MDT case acceptance criteria.
- Provide trained forensic interviewers as needed or as available and ensure that interviewers attend ongoing training and peer review at least twice annually.
- Take custody of original forensic interview CD/DVD from the CAC immediately following the child interview and collect forensic evidence (kit, photos, clothing, etc.) from the CAC once completed by the medical provider.
- Collaborate with the CAC to schedule, plan and facilitate MDT orientation for new team members as needed.
- Provide related training on law enforcement or policy changes to the MDT on an ongoing basis.
- Provide Stevie's Place with State of Alaska Pediatric Sexual Assault Evidence Collection kits as needed.

Alaska Behavioral Health agrees to the above commitments for all members and will:

- Provide behavioral health services to CAC clients whose parent/guardian gives consent.
- Work with the CAC to ensure that therapists meet training requirements as outlined in the NCA accreditation standards.
- File a report of harm if new abuse or neglect is disclosed or suspected while providing behavioral health services.
- Provide support to the child and family during the investigative process.

- Accompany CAC behavioral health clients to court proceedings when available, if requested by the client's parent/ guardian.
- Provide support to CAC clients who are testifying in court if requested by child's parent/guardian and the district attorney's office.
- Provide on-site crisis intervention services at the CAC, when available, to provide support to the client and family outside of the interview room.
- Provide ongoing follow-up behavioral health appointments for all clients for as long as services are necessary and appropriate.
- Collaborate with the CAC to schedule, plan and facilitate MDT orientation for new team members as needed.
- Provide training to the MDT on the impact of abuse, dynamics of trauma or policy changes.

Fairbanks Police Department (FPD) agrees to the above commitments for all members and will:

- Work closely with medical staff, CAC family advocate or MDT coordinator, and OCS investigators on cases that meet MDT case acceptance criteria.
- Provide trained forensic interviewers as needed or as available and ensure that interviewers attend ongoing training and peer review at least twice annually.
- Take custody of original forensic interview CD/DVD from the CAC immediately following the child interview and collect forensic evidence (kit, photos, clothing, etc.) from the CAC once completed by the medical provider.
- Collaborate with the CAC to schedule, plan and facilitate MDT orientation for new team members as needed.
- Provide related training on law enforcement or policy changes to the MDT on an ongoing basis.

Foundation Health Partners agrees to the above commitments for all members and will:

- Provide skilled and comprehensive medical evaluations that take place at the CAC by nurses or providers trained in pediatric child abuse examinations.
- Work with the CAC to ensure that nurses and providers meet training requirements as outlined in the NCA accreditation standards.
- Provide documentation highlighting medical evaluation findings to CAC staff to be distributed to investigative parties.
- Provide crisis intervention assessment for immediate medical needs.
- Provide forensic evidence collection if criteria are met, including photographing and documenting findings with interpretation of findings and maintaining legal chain of custody for evidence.
- Participate in consultation and case review as outlined in the NCA accreditation standards.
- Provide evidenced based expert testimony as needed.
- Collaborate with the CAC to schedule, plan and facilitate MDT orientation for new team members as needed.
- Provide training to the MDT on medical evaluations and policy changes related to child abuse cases.

North Pole Police Departments agrees to the above commitments for all members and will:

- Work closely with medical staff, CAC family advocate or MDT coordinator, and OCS investigators on cases that meet MDT case acceptance criteria.
- Provide trained forensic interviewers as needed or as available and ensure that interviewers attend ongoing training and peer review at least twice annually.
- Take custody of original forensic interview CD/DVD from the CAC immediately following the child interview and collect forensic evidence (kit, photos, clothing, etc.) from the CAC once completed by the medical provider.
- Collaborate with the CAC to schedule, plan and facilitate MDT orientation for new team members as needed.
- Provide related training on law enforcement or policy changes to the MDT on an ongoing basis.
- Provide Stevie's Place with State of Alaska Pediatric Sexual Assault Evidence Collection kits as needed.

North Slope Borough Police Department (NSBPD) agrees to the above commitments for all members and will:

- Work closely with medical staff, CAC family advocate or MDT coordinator, and OCS investigators on cases that meet MDT case acceptance criteria.
- Provide trained forensic interviewers as needed or as available and ensure that interviewers attend ongoing training and peer review at least twice annually.
- Take custody of original forensic interview CD/DVD from the CAC immediately following the child interview and collect forensic evidence (kit, photos, clothing, etc.) from the CAC once completed by the medical provider.
- Collaborate with the CAC to schedule, plan and facilitate MDT orientation for new team members as needed.
- Provide related training on law enforcement or policy changes to the MDT on an ongoing basis.

Resource Center for Parents and Children Behavioral Health agrees to the above commitments for all members and will:

- Provide behavioral health services to CAC clients whose parent/guardian gives consent.
- Work with the CAC to ensure that therapists meet training requirements as outlined in the NCA accreditation standards.
- File a report of harm if new abuse or neglect is disclosed or suspected while providing behavioral health services.
- Provide support to the child and family during the investigative process.
- Accompany CAC behavioral health clients to court proceedings when available, if requested by the client's parent/ guardian.
- Provide support to CAC clients who are testifying in court if requested by child's parent/guardian and the district attorney's office.
- Provide on-site crisis intervention services at the CAC, when available, to provide support to the client and family outside of the interview room.
- Provide ongoing follow-up behavioral health appointments for all clients for as long as services are necessary and appropriate.

- Collaborate with the CAC to schedule, plan and facilitate MDT orientation for new team members as needed.
- Provide training to the MDT on the impact of abuse, dynamics of trauma or policy changes.

Resource Center for Parents and Children Stevie's Place agrees to the above commitments for all members and will:

- Work closely with medical providers, law enforcement, and OCS investigators on cases that meet case acceptance criteria.
- Schedule, coordinate and provide a forensic interview room with recording equipment and other support and technical assistance for forensic interviewing, including providing a trained forensic interviewer as needed.
- Will provide translation services for bilingual or deaf/hard of hearing children and family members throughout the investigative process, medical exam and follow-up services as needed.
- Maintain an operational child/teen friendly exam room for medical staff to utilize with clients
- Maintain a safe, clean and child/teen friendly environment for clients.
- Maintain client files, including copies of medical evaluation findings, interview recordings, evidentiary documents, client demographics and follow up contact information.
- Provide case management and tracking services for referred clients.
- Provide program and financial management and reporting for the CAC as required by state and federal grant requirements.
- Provide or coordinate victim advocacy services, including medical and court accompaniment to children and non-offending caregivers.
- Assist with financial resources whenever possible or as needed and assist with referrals to mental health and other services, including Violent Crimes Compensation Board.
- Contact child or non-offending caregiver one week, one month and every three months thereafter throughout the life of the case and beyond, if necessary, from the date of the initial appointment.
- Coordinate and facilitate monthly case review meetings.
- Maintain and update MDT documents and records including this document (MOU), the protocol agreement, team member training certificates, etc.
- Sponsor monthly peer review for forensic interviewers.
- Provide information and outreach services to inform the public about CAC services and the dynamics of child sexual abuse.
- Collaborate with law enforcement, OCS, medical, mental health and legal (DA or AG) members to plan and facilitate MDT orientation for new team members as needed.
- Provide training to the MDT on dynamics of abuse, policy changes and cultural awareness as needed.

State of Alaska, 4th Judicial district, Fairbanks, Attorney General's Office (AGO) agrees to the above commitments for all members and will:

- Appear in court and represent OCS at hearings and trials.
- Assume responsibility for discovery to the parents and their attorneys.

- Assist with the evaluation and revision of MDT protocols in order to develop procedures that reduce trauma for child victims, consistent with AS 47.17.010.
- Ensure that the confidentiality of the child and family are maintained according to applicable laws and regulations
- Give advice and training to the Office of Children's Services (OCS) workers and supervisors regarding Child in Need of Aid (CINA) cases
- Collaborate with the CAC to schedule, plan and facilitate MDT orientation for new team members as needed.
- Provide training to the MDT on civil law or policy changes related to child abuse cases.

State of Alaska, 4th Judicial District, Fairbanks, District Attorney's Office (DAO) agrees to the above commitments for all members and will:

- Appear in court and represent the State of Alaska at hearings and trials.
- Assume responsibility of discovery to the offender and their attorneys.
- Ensure that advocates working on cases that go to grand jury or jury trial are trained according to NCA standards. This can happen by sending in-house advocates to an NCA approved training OR developing a linkage agreement with the CAC to use a trained family advocate.
- Ensure the confidentiality of the child and family are maintained according to applicable laws and regulations.
- Collaborate with the CAC to schedule, plan and facilitate MDT orientation for new team members as needed.
- Provide training to the MDT on criminal law or policy changes related to child abuse cases.

State of Alaska, Department of Juvenile Justice agrees to the above commitments for all members and will:

- Collaborate with the CAC to schedule, plan and facilitate MDT orientation for new team members as needed.
- Provide training to the MDT on civil law or policy changes related to child abuse.

State of Alaska, Office of Children's Services, Northern Regional Office (OCS) agrees to the above commitments for all members and will:

- Work closely with medical members, CAC family advocate or MDT coordinator, and law enforcement on cases that meet case acceptance criteria.
- Provide trained forensic interviewers as needed or as available and ensure that interviewers attend ongoing training and peer review at least twice annually.
- Take custody of forensic interview CD/DVD from the CAC immediately following the child interview.
- Provide travel arrangements to include child and non-offending caregiver to the CAC for cases that meet case acceptance criteria.
- Collaborate with the CAC to schedule, plan and facilitate MDT orientation for new team members as needed.
- Provide training to MDT on child protection or policy changes that impact child abuse cases.

Tanana Chiefs Conference agrees to the above commitments and will:

- **Collaborate with the CAC to provide training for tribal custody protection staff and ICWA workers on evaluating child abuse.**
- **Provide travel arrangements to include child and non-offending caregiver to the CAC for cases that meet case acceptance criteria.**
- **Collaborate with the CAC to schedule, plan and facilitate MDT orientation for new team members as needed.**
- **Provide training to the MDT on child protection or policy changes that impact child abuse cases.**

CONFIDENTIALITY

All Members agree to adhere to the confidentiality statutes for MDTs as outlined in AS47.14.300

REVIEW OF MOU

The Team shall review this document every three years. Any proposed changes shall be brought to the MDT Core Team for adoption. The CAC is the lead agency for coordinating amendments to this agreement.

WITHDRAW FROM PARTICIPATION

Any Member may withdraw from participation in the MDT for convenience, with or without cause, by giving Stevie's Place at least fifteen (15) days prior written notice. The terms of this MOU will remain in effect for all remaining Parties.

ENTIRE AGREEMENT/MODIFICATION

This MOU contains the entire understanding of the Parties with respect to the MDT and supersedes all prior agreements, oral or written, and all other communications between the Parties relating to the MDT. This MOU may not be amended or modified except by the written agreement of all Parties.

TERM AND TERMINATION

The term of this MOU shall begin on the effective date and end on 12/31/2024, unless extended, or terminated at an earlier date, by written agreement of all MDT members.

PARTICIPATING AGENCIES

Signatures contained on this document acknowledge the participation by the agency represented and affirm that the participating agency and all members of that agency will adhere to this agreement.

Chief of Police Steve Dutra
North Pole Police Department

Memo

To: City Council, Mayor Welch

From: Chad Heineken, Fire Chief

Cc:

Date: 12/6/2021

Re: Purchase of Structural Firefighting PPE



The fire department is requesting the approval to purchase 30 sets of Globe structural firefighting PPE from Curtis, quote number 207192. This quote was received with pricing under the Sourcewell cooperative purchasing contract RFP#032620. See attached Quote.

	Each	Total
Globe G-XT Jacket	\$1,575.00	\$47,250.00
Globe GPS Pants	\$1,195.00	\$35,850.00
Total purchase		\$83,100.00

Ph: 206-622-2875
 TF: 800-426-6633
 Fax: 253-236-2997
nwsales@lncurtis.com
 DUNS#: 00-922-4163

CURTIS

TOOLS FOR HEROES

Northwest Division
 6507 South 208th Street
 Kent, WA 98032
www.LNCurtis.com
 Quotation No. 207192

Quotation

CUSTOMER:

North Pole City Fire
 Department
 125 Snowman Lane
 North Pole AK 99705

SHIP TO:

North Pole City Fire Department
 125 Snowman Lane
 North Pole AK 99705

QUOTATION NO.

207192

ISSUED DATE

11/15/2021

EXPIRATION DATE

12/15/2021

SALESPERSON

Robert Briggs
rbriggs@lncurtis.com
 907-483-0117

CUSTOMER SERVICE REP

Michael Duncan
mduncan@lncurtis.com
 206-596-7904

REQUISITION NO.

REQUESTING PARTY

Chad Heineken

CUSTOMER NO.

C30724

TERMS

Net 30

OFFER CLASS

FR

F.O.B.

DEST

SHIP VIA

Standard Shipping

DELIVERY REQ. BY

SPECIAL INSTRUCTIONS

LNC Sourcewell Contract Number 032620

NOTES & DISCLAIMERS

Thank you for this opportunity to quote. We are pleased to offer requested items below. If you have any questions, need additional information, or would like to place an order, please contact your Customer Service Rep as noted above.

Transportation is included in below pricing.

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	30	EA	G-XTREME 3.0 JACKET - GLOBE CUSTOM	As follows: Globe G-XT jacket, Includes: Gold Gemini Outer Shell Caldura Thermal Liner Crosstech Black Moisture Barrier L/Y NYC Trip le Trim L/Y 3" Lettering on Upper Back and on Hanging Letter Patch - TBD Radio Pocket LC Survivor Flashlight Holder RC Mic Straps Nomex Wristers with Thumb Hole Black Arashie Id Cuff Reinforcement	\$1,575.00	\$47,250.00
2	30	PR	GPS GLOBE CUSTOM	As below: Globe GPS Pants, Includes Gold Gemini Outer Shell Caldura Thermal Liner Crosstech Black Moisture Barrier L/Y Triple Trim Around Cuff Black Arashield Knee Reinforcement Padded Knees H Back Suspenders	\$1,195.00	\$35,850.00

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Quotation No. 207192

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
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Small Business
CAGE Code: 5E720
DUNS Number: 009224163
SIC Code: 5099
Federal Tax ID: 94-1214350

This pricing remains firm until 12/15/2021. Contact us for updated pricing after this date.

Due to market volatility and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

Subtotal	\$83,100.00
Tax Total	\$0.00
Transportation	\$0.00
Total	\$83,100.00

[View Terms of Sale and Return Policy](#)

**Memorandum of Agreement
for the

Maintenance
of the

FAST Area Surface Upgrades FFY2022
North Pole Driveway Aprons
Design # NFHWY00346; Construction # NFHWY00603**

Between

The State of Alaska Department of Transportation and Public Facilities (DOT&PF)

and

The City of North Pole (CONP)

1. PURPOSE:

- The purpose of this agreement is to provide for the management and maintenance of the North Pole driveway aprons that will be constructed under the FAST Area Surface Upgrades FFY2022 project.

2. THE DOT&PF AGREES TO THE FOLLOWING:

- Coordinate all funding for design and construction through the Fairbanks Area Surface Transportation (FAST) Planning Transportation Improvement Program (TIP).

3. THE CONP AGREES TO THE FOLLOWING:

- The CONP maintains the driveway aprons in North Pole and after completion of this project, the CONP will continue to maintain all aprons.
- Improvements to the above facilities fall within the scope of work for the FAST Improvement Program which may include the following: perform gravel or asphalt surface maintenance and preservation activities on roads, sidewalks and pathways. Work may also include new or upgraded illumination, signing and striping, storm drains and intersection improvements including non-motorized crossings, as well as ADA upgrades to sidewalks and curb ramps.
- Federal Highway Administration funds are involved in this project. In accordance with 23 C.F.R. §645.209(g), the CONP will manage this facility in conformance with all Federal Highway Administration requirements including all applicable management responsibilities of rights of way and utilities.

"Keep Alaska Moving through service and infrastructure."

4. IT IS MUTUALLY AGREED THAT:

- The above parties will coordinate and participate in the review of the final design plans prior to construction.
- The above parties will coordinate and participate in the final inspection of the construction project.

Joe Kemp, Acting Northern Region Director
Alaska Department of Transportation & Public Facilities

Date

Michael Welch, Mayor
City of North Pole

Date

"Keep Alaska Moving through service and infrastructure."

**Memorandum of Agreement
for the**

**Local Match Contribution
for the**

**FAST Area Surface Upgrades FFY2022
Design #NFHWY00346; Construction #NFHWY00603**

Between

The State of Alaska Department of Transportation and Public Facilities (DOT&PF)

and

The City of North Pole (CONP)

Local Match Contribution

The City of North Pole (CONP) hereby agrees to fifty six thousand nine hundred and seven dollars (\$56,907) to the State of Alaska Department of Transportation and Public Facilities (DOT&PF) to fulfill the CONP share of the local match contribution required for the construction of the FAST Area Surface Upgrades FFY2022. The local contribution shall be a lump sum payment made by the CONP to DOT&PF prior to obligation of federal funds for the construction phase of the project.

This project is part of the FAST Planning Improvement Program that was approved by the Policy Board in July 2021. DOT&PF has agreed to provide the local match on the design phase of the project.

The local match for construction of the CONP portion of the project is based on the amount of matching funds required for federal-aid highway funding participation and the estimated construction cost totaling \$548,000. The local match percentage is 9.03%, for a sum of \$49,484. A 15% contingency fee of \$7,423 is added to the local match amount. **The total local match contribution for this project is \$56,907.**

The DOT&PF and the CONP will execute an amendment to this Memorandum of Agreement (MOA) if changes are needed to the scope, schedule and budget. The CONP will be required to provide additional match funds associated with an increased budget. Upon project completion and final project closeout, if the final cost is less than the current estimated total cost, the local contribution will be recalculated and any excess local cash contribution will be refunded to the CONP.

DOT&PF hereby agrees to construct this project in accordance with the following project description and schedule:

"Keep Alaska Moving through service and infrastructure."

Project Description:

Improvements to the City of North Pole Driveway Aprons may include the following: perform gravel or asphalt surface maintenance and preservation activities on roads, sidewalks and pathways. Work may also include new or upgraded illumination, signing and striping, storm drains and intersection improvements including non-motorized crossings, as well as ADA upgrades to sidewalks and curb ramps.

Schedule:

This project is scheduled for obligation of construction funds as follows:

Construction schedule: 2022**City of North Pole Driveway Aprons**

PHASE	FFY	ESTIMATED PHASE NEEDS (TOTAL \$)	9.03% MATCH REQUIRED	15 % MATCH CONTINGENCY REQUIRED	TOTAL MATCH CONTRIBUTED
4	22	\$548,000	\$49,484	\$7,423	\$56,907

DOT&PF may alter this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and federal level. The CONP and the DOT&PF may amend this agreement by mutual consent.

Joe Kemp, Acting Northern Region Director
Alaska Department of Transportation & Public Facilities

Date

Michael Welch, Mayor
City of North Pole

Date

"Keep Alaska Moving through service and infrastructure."