



CITY OF NORTH POLE

Regular Meeting

Feb 1, 2021

North Pole Council Chambers

125 Snowman Lane, North Pole, Alaska

www.northpolealaska.com

Monday, February 1, 2021

Committee of the Whole: 6:30 PM

Regular City Council Meeting: 7:00 PM

MAYOR

Michael Welch

488-8584

CITY CLERK

Aaron M. Rhoades

488-8583

COUNCIL MEMBERS

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

- 1. Call to Order/Roll Call**
- 2. Pledge of Allegiance to the US Flag**
- 3. Invocation**
- 4. Approval of the Agenda**
- 5. Approval of the Minutes**
 - a. January 19, 2021
- 6. Communications from the Mayor**
- 7. Council Member Questions of the Mayor**
- 8. Communications from Department Heads, Borough Representative and the City Clerk**
- 9. Ongoing Projects Report**
 - a. CARES Act Update
 - b. Total Compensation Project Committee Meeting Report
- 10. Citizens Comments (Limited to five (5) minutes per Citizen)**

None

11. Old Business:

None

12. New Business:

- a. Request from North Pole Police Department to Approve Statewide Drug Enforcement Agreement with Alaska State Troopers. **(Pg. 10 - Pg. 15)**
- b. Request from North Pole Police Department to Approve Purchase of 2 New Patrol Vehicles. **(Pg.16 - Pg. 17)**

13. Council Comments

14. Adjournment

Detailed information and copies of agenda documents may be obtained at the Office of the City Clerk, 125 Snowman Lane or on the City website www.northpolealaska.com . Notice of Council Action is available at City Hall and on the City website following the meeting.

How to Offer Public Testimony at Council Meetings

In response to the COVID-19 pandemic and local/state regulations requiring residents to stay at home, practice social distancing, and limit gatherings, the City of North Pole has created a process for citizens to stay connected with the Council regarding agenda items.

Written testimony is encouraged. You may submit your comments by calling the Clerk's Office at 488-8583 or by sending an email to arhoades@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 arhoades@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.



NORTH POLE CITY COUNCIL
REGULAR MEETING MINUTES, January 19, 2021
NORTH POLE CITY COUNCIL CHAMBERS
125 SNOWMAN LANE, NORTH POLE, ALASKA

Mayor Welch called the regular City Council meeting of Monday, January 19, 2021 to order at 7:00 p.m. with the following Council Members in attendance:

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

Absent:

Excused:

Also Present: Steve Dutra, Police Chief – Zooming In
Chad Heineken, Fire Chief – Zooming In
William Butler, Director of City Services– Zooming In
Tricia Fogarty, Chief Financial Officer – Zooming In
Aaron M. Rhoades, City Clerk/HR Manager – Zooming In

PLEDGE OF ALLEGIANCE TO THE FLAG

Clerk Rhoades asked everyone to join him in the Pledge of Allegiance.

INVOCATION

The Invocation was given by Mr. McGhee.

APPROVAL OF AGENDA

Mr. McGhee *moved to* approve the agenda of January 19, 2021.

Seconded by Mr. Skipps

Discussion

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

New Business:

- a. Resolution 21-01 A Resolution Establishing The City of North Pole Legislative Priorities for the 33rd Legislature 2021 Regular Session.
- b. Request to Approve Professional Service agreement with Shannon & Wilson for \$44,612 to conduct next phase of PFAS site characterization associated with the Fire Department.

Remove:

- d. Request Salary Increase for CFO from Step 14 to Step 19

Seconded by Mr. Skipps

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO CONSENT NEW BUSINESS ITEMS A AND B AND REMOVE ITEM D:

YES: 7 – Mr. McGhee, Mr. Skipps, Mr. Claus, Mrs. Welch, Mr. Cromer, Mr. Walley, Mayor Welch

NO: 0

ABSTAIN:

Mayor Welch declared the MOTION CARRIED

On the Agenda as amended.

Discussion

None

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE AGENDA AS AMENDED:

YES: 7 – Mr. McGhee, Mr. Skipps, Mr. Claus, Mrs. Welch, Mr. Cromer, Mr. Walley, Mayor Welch

NO: 0

ABSTAIN:

Mayor Welch declared the MOTION CARRIED

APPROVAL OF MINUTES

Mr. McGhee moved to approve the Minutes of January 19, 2020.

Seconded by Mrs. Welch

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE MINUTES FROM JANUARY 4, 2021 CITY COUNCIL MEETING:

YES: 7 – Mr. McGhee, Mr. Skipps, Mr. Claus, Mrs. Welch, Mr. Cromer, Mr. Walley, Mayor Welch

NO: 0

ABSTAIN:

Mayor Welch declared the MOTION CARRIED

COMMUNICATIONS FROM THE MAYOR

- Student of the Month Lucy Reese
- What do we do as a Nation? Commenting on the Capitol Riot.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

- None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

City Services, Bill Butler

Building Department

- No building permits issued since January 4, 2021.
- IGU project is nearing completion-beginning start-up testing.
- Permit applications anticipate in spring 2021:
 - O'Reilly's Auto Parts.
 - Alaska USA Credit Union.

Public Works

- Clearing berms and sidewalks, and graveling intersections as necessary.
- Equipment and vehicle maintenance.
- Working with Fish & Wildlife Service for funding to manage stormwater runoff on Doughchee Road
 - Would supplement the \$100,000 included in 2021 budget for work on Doughchee.
 - Managing stormwater will protect bridge and roadbed.
- Fairbanks Soil and Water Conservation District is interested in helping City to extend Beaver Springs Nature trail along the slough.
 - First step will be site assessment and design.

Utility Department

- Activities focusing on routine operation of water and sewer processes; keeping sewer mains flowing and equipment and vehicle maintenance.
- North Pole Expansion only remaining work is transfer of two Road Service Area Permits to Rolling Stone.
 - Several service line installations lacked compaction data as is required in FNSB permit with City.
 - I will not allow City to bear the risk for installations so Rolling Stone is required to accept the risk and permits to receive their final payments.

Moose Creek Water System Expansion Project.

- Substantial completion of the transmission main, pump house, storage tank and northern loop not expected to occur until early February.
 - Electronic control issues remain as the major outstanding items.
- 69% of possible water system customers have submitted utility account applications.
 - Deadline to receive sign-up compensation is March 31, 2021.

Police Department, Chief Dutra

- Officer Bryan Dikeman was sworn in today.
- New APSC proposed regulations out for public comment
- New vehicle has arrived from California. Saving and quality are superior.
- Sgt. Ben Wages has official been promoted.
- We have completed our DOJ registration for the federal Safe Community and safe policing requirements. We are in compliance.

Fire Department, Chief Heineken

- COVID update.
 - When COVID arrived last spring the Fire Department developed plans to protect and maintain staffing in the event employees became ill with the virus. Fire Department Staff had an exposure to COVID the last week of December. Four shift personnel and I (Chief Heineken) tested positive for COVID. Immediate steps were taken using the developed plan to Isolate the known positive employees and separate and quarantine all remaining employees while still maintaining minimum staffing to respond to emergencies. In total we had 6 full time and 1 part time employee test positive. Currently the Fire Department is back to full staffing with exception to one employee that finishes Isolation this week and will be back to work on Friday. I am very proud of the hard work and dedication that all my staff put in to get us through this COVID outbreak. This was a very difficult time for all fire department staff and as always, they rose above and beyond expectations.

- AFG grant, New Fire Hose.
 - The grant funded fire hose we ordered last fall arrived today, we will be completing inventory of the new hose immediately. In April when weather permits, we will be acceptance testing the new hose and placing it into service on our fire apparatus.
- Fire station ventilation system.
 - We are continuing to investigate options to repair or replace the ventilation system in the Fire Station. In November we received a quote from GRS Controls to replace the system, today Holaday Parks Inc. looked at the system and will be providing recommendations and cost estimates. Once we have multiple estimates, I will work with the Mayor to find the appropriate financial plans for the project. The current ventilation system is in operable and has not functioned since the 1990's, with the current out break of COVID with in our department I feel that making repairs or replacing the ventilation system with a modern system with proper filtration will provide a healthier environment for our employees.
- Apparatus report
 - I am starting to look at specifications and pricing to purchasing a new Fire Engine. Our goal is to have an apparatus specification in place and go out to bid no later than the Fall of this year, with apparatus delivery in the spring of 2022.
- EMS Contract with the Fairbanks North Star Borough Update.
 - It is that time of year again and we are working with the Fairbanks North Star Borough to renew our EMS contract for providing ambulance service to the greater North Pole areas outside of our City. I am happy with the changes that Mayor Ward has made with the negotiation process, this year Mayor Ward, Emergency Management personnel and all Fire Chiefs involved came together and met via zoom to discuss Mayor Wards new formula for dividing and paying the multiple EMS contracts. I did receive a proposed contract in December and this proposed contract increases the City of North Poles funding by approximately \$100,000 compared to last years contract. The new formula is a welcomed attempt to bring a fair and equitable method for the FNSB to distribute the EMS funds. Although the proposed increase is appreciated, I did explain to Mayor Ward and all of those in attendance, that this new formula did not take into consideration that the City of North Pole is the only contractor that must purchase their own ambulances. Mayor Ward stated he is working on a solution for compensating North Pole for ambulance purchases. I should be hearing back from Mayor Ward or Borough staff this week with any changes they intend to make to the proposed contract.
- 1347 Emergency calls in 2020

Finance, Tricia Fogarty

- 2nd Meeting with Tyler Technology – How we conduct business with current system.

- Met with Gary Hutchinson (Alliance CPA) about upcoming Financial Audit.

Borough Representative

- Moved certain powers from the Service Area
- Pass through Grant for emergency preparedness.
- Working on this Quasi-Judicial Appeal Board.

City Clerk

- Verizon Phone Problems continue but working on getting it solved.
- PIO - 65+ Covid 19 shot appointments took an hour to fill.
- New Officer Oriented and Sworn in Bryan Dikeman.
- RISQ Consultants Insurance Broker for Flexible Spending Accounts
- Remember to fill out POFD

ONGOING PROJECTS

- CARES Act Update – Cooling Off Period until End of Feb.
- Discuss North Pole Police Department Construction Project
- Total Compensation Project 1st Meeting

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

- Lisa Lewis – Petrostar

REQUEST TO APPEAL WATER UTILITY CHARGES FROM CITIZEN CHRISTIAN J. MCCAIN.

Mr. McGhee *moved to Deny Appeal from Christian J. McCain*

Seconded by Mrs. Welch

Discussion

A lengthy discussion took place on Mr. McCain's circumstances and what parts of his water bill were given consideration and forgiven and what the remaining bill was.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO DENY MR. CHRISTIAN J. MCCAIN APPEAL:

YES: 7 – Mr. McGhee, Mr. Skipps, Mr. Claus, Mr. Walley, Mrs. Welch, Mr. Cromer, and Mayor Welch

NO: 2 –

ABSTAIN:

Mayor Welch declared the MOTION CARRIED

Mr. McGhee *moved to Adjourn*

The regular meeting of Tuesday, January 19, 2020 adjourned at 9:09p.m.

Michael Welch, Mayor

ATTEST:

Aaron M. Rhoades, City Clerk



North Pole Police Department

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



January 20, 2021

To: North Pole City Council

Re: SDEU TFO Agreement

I would like to formally request that the North Pole City Council authorize the Mayor to sign the SDEU TFO Agreement so we can continue our obligations to the statewide drug enforcement unit. This agreement lines out the responsibilities, cost sharing, supervision, and allocation of seizures that come from the drug/alcohol units' efforts.

This cooperative agreement has been reviewed by myself and the city attorney. It is consistent with previous agreements and will continue to be the framework for our efforts going forward. This relationship goes back to 2008 and has been successful in apprehending large drug dealers to include international drug smugglers operating in other states who have been shipping drugs into the Fairbanks North Pole area.

Thank you for your time.

Sincerely,

Chief Steve Dutra

**LETTER OF AGREEMENT BETWEEN THE DEPARTMENT OF PUBLIC
SAFETY, ALASKA STATE TROOPERS - STATEWIDE DRUG
ENFORCEMENT UNIT AND THE NORTH POLE POLICE**

This Letter of Agreement recognizes the need for coordination in enforcement of state drug laws in Alaska and specifically in the North Star Borough area. This Agreement is entered into with the intent of promoting cooperation between the Department of Public Safety, Alaska State Troopers, Statewide Drug Enforcement Unit (AST, SDEU, Department) and the North Pole Police Department (NPPD).

It is recognized that Alaska Statute 18.65.085 established in the Department of Public Safety, Division of State Troopers a narcotics drug enforcement unit for the purpose of investigating and combating the illicit sale and distribution of narcotic drugs in the state.

It is recognized that Alaska Statute Title 29 and 12.60.020 authorizes the formation of police forces, which has been done by the City of North Pole through the City Council and Municipal Code charging the North Pole Police Department in all respects to perform all duties pertaining to public safety.

It is further recognized that Alaska Statute 18.65.090 authorizes the Department of Public Safety to assist other departments of state, municipal and federal governments in the enforcement of criminal laws and regulations. Further, both the Department of Public Safety and the North Pole Police Department have a commitment to effective drug enforcement in the North Pole area of Alaska.

Both parties agree that one method of providing effective drug enforcement is the establishment of officers assigned to investigate drugs and related crimes on both a regional and local basis.

Both parties agree that establishing a multi-jurisdictional task force in the North Star Borough regional area may enhance the present drug enforcement efforts by promoting better utilization of available resources, increasing communications, expanding intelligence sharing, and improving coordination by a unified direction and balanced attack on drug traffickers.

This task force will encourage the involvement of additional agencies and jurisdictions in cooperative enforcement and prosecutorial efforts whenever possible.

In order to facilitate a more efficient utilization of investigative resources, both parties agree that a formal Letter of Agreement would be beneficial to establish and support the drug task force consisting of members of both agencies.

**LETTER OF AGREEMENT BETWEEN THE DEPARTMENT OF PUBLIC
SAFETY, ALASKA STATE TROOPERS - STATEWIDE DRUG
ENFORCEMENT UNIT AND THE NORTH POLE POLICE**

Parties to this letter agree:

- 1) The task force shall conduct undercover investigations involving drugs in Alaska and specifically in the North Star Borough area and will assist other police agencies located within that area in the interdiction and investigation of sale and possession of illicit drugs. Supervision and control of drug enforcement efforts outside the jurisdiction of municipal police agencies but within Alaska shall rest with SDEU.
- 2) One NPPD officer will be assigned to the task force which will be supervised by an Alaska State Trooper Sergeant. In addition, AST will provide additional AST investigators. Access to other investigators from SDEU will be provided as needed. The NPPD officer shall fall under the NPPD's chain of command and report to his/her immediate supervisor on any current events unless the officer is working on a case which is out of NPPD's jurisdiction. The NPPD supervisor will complete the officer's performance evaluation with input provided by the SDEU supervisor.
- 3) By assigning an officer to SDEU, NPPD agrees to provide the officer's pay, overtime and fringe benefits, and any worker's compensation claims. NPPD will further provide basic personal equipment, including duty-issue weapons, ammunition, handcuffs, baton, OC spray and ballistic vest. NPPD will provide a cell phone to the NPPD Officer. NPPD will provide a vehicle for the officer. NPPD will be responsible for ongoing licensing and registration costs and ongoing maintenance and repair costs for the vehicle.
- 4) The Alaska State Troopers will provide office space, including all utilities, a work area, a computer, Alaska Records Management System (ARMS) access and training, and other office and investigative supplies, as needed. Secure evidence storage for task force cases will be provided by SDEU.
- 5) The Alaska State Troopers agree to provide undercover funds to the task force, contingent on money being allocated for such purposes in the Department's budget. These funds will be maintained by an SDEU investigator assigned to the unit and accounted for in the manner consistent with the standard operating procedures for SDEU. These funds will be available to pay informants, purchase drugs or alcohol during undercover buys, and to pay for undercover investigative expenses.

**LETTER OF AGREEMENT BETWEEN THE DEPARTMENT OF PUBLIC
SAFETY, ALASKA STATE TROOPERS - STATEWIDE DRUG
ENFORCEMENT UNIT AND THE NORTH POLE POLICE**

- 6) SDEU will provide travel and per diem at the State rate for the NPPD officer traveling outside the North Star Borough area on authorized task force investigations.
- 7) NPPD agrees to provide all intelligence information, statistical data and case reports to SDEU on illicit drug activity and investigations in the North Star Borough area.
- 8) The seized and forfeited revenue produced by the task force will be shared in an equitable manner by the participating agencies. It is agreed that the SDEU investigators and the NPPD officer will coordinate completion of all asset forfeiture paperwork with the SDEU Administrative Supervisor in accordance with SDEU's standard operating procedures.

For cases where currency is forfeited under state laws, SDEU will be responsible for sharing of final forfeiture funds. The disposition of real property, vehicles, 4-wheelers, snow machines, motorcycles and other equipment seized under state laws will be discussed by the SDEU Commander and/or Deputy Commander, the Director/Chief of North Pole Police Department and the agency head of any other agency involved in the investigation.

For cases where currency and/or real property, vehicles, 4-wheelers, snow machines, motorcycles and other equipment are seized through the federal asset process, both agencies will receive equitable sharing based on the current applicable Federal Equitable Sharing Guidelines. SDEU investigators and the NPPD officer will assist in preparing the federal adoption paperwork and each agency will be responsible for filing the necessary paperwork for equitable sharing in accordance with Federal equitable sharing guidelines.

- 9) The State agrees to defend, indemnify, and hold harmless the NPPD officer and City of North Pole and its employees, in the same manner and to the same extent the State protects itself and its employees from any claim, demand, suit for property damages or personal injury including death allegedly caused by the NPPD officer if:

**LETTER OF AGREEMENT BETWEEN THE DEPARTMENT OF PUBLIC
SAFETY, ALASKA STATE TROOPERS - STATEWIDE DRUG
ENFORCEMENT UNIT AND THE NORTH POLE POLICE**

- a. at the time of the occurrence he was acting in good faith within the course and scope of his SDEU duties and in accordance with the directions of the SDEU Team Leader;
 - b. The NPPD officer or department provide immediate notice to the State of any claim;
 - c. The NPPD officer and department cooperate in the defense and do not stipulate to any judgment or settlement without the State's approval. In consideration of the benefits received from participating in SDEU and the protection offered by this agreement, the NPPD officer.
 - i. Transfers his right to recover from others who may be responsible for the injury, illness or disease to the State and or its assigns;
 - ii. Agrees to cooperate and do everything necessary to enable the State and/or its assigns to enforce the right to recover from others.
- 10) SDEU will supervise all task force operations. Approval of overtime for joint investigations shall be the responsibility of NPPD. The NPPD supervisor will address all other personnel issues not covered in this Agreement.
- The term of this Agreement shall be from the date of signature by the both agency representatives for a period of 24 months OR until dissolved by mutual consent. The goal of this agreement is to facilitate the following activities:
- a. The disruption of illicit drugs trafficking the State of Alaska, primarily in the North Star Borough area.
 - b. Gather and report intelligence data relating to the trafficking in narcotics and dangerous drugs in Alaska.
 - c. Conduct undercover operations where appropriate and engage in other traditional methods of investigation in order that violators of Alaska law and Federal law, relating to illicit drug trafficking, might be effectively prosecuted in Alaska and Federal courts.

**LETTER OF AGREEMENT BETWEEN THE DEPARTMENT OF PUBLIC
SAFETY, ALASKA STATE TROOPERS - STATEWIDE DRUG
ENFORCEMENT UNIT AND THE NORTH POLE POLICE**

For:
Alaska State Troopers
Statewide Drug Enforcement Unit

For:
North Pole Police
Department

Colonel Bryan Barlow
Director, AST

Steve Dutra
Chief of Police

Amanda Price
Commissioner, DPS

Michael Welch
Mayor



North Pole Police Department

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



January 26, 2021

To: North Pole City Council

Re: Patrol Vehicle Purchase

We have done our due diligence over the last year. We have worked through many different options and analyzed cars over the years to see how good the quality of vehicles we have been receiving. This includes how fast we receive the car once it is ordered and that to the overall costs of the car.

We have tried to get the vehicles pricing as low as possible without jeopardizing safety and quality and we have found a great solution. Our last vehicle purchased arrived much faster than any other vehicle we purchased in the last 20 years. It arrived clean, complete, and working perfectly. We ordered this vehicle through Dana Safety in California.

This year we are looking at buying two vehicles to replace several aging vehicles in the patrol fleet. We wish to purchase the vehicles from the same company. We have compared pricing with the State of Alaska Bid price on Ford Explorer and the Chevy Tahoe versus the purchase from Dana's car dealer and discovered a huge savings.

SOA 2020 Ford Explorer with Bullet Resistant Door panels is \$38,430.00.

SOA 2021 Chevrolet Tahoe with BRD panels \$40,840.00.

Dana Safety Purchase with BRDP is \$34,721.60.

The expensive part is when we outfit them. The Explorer and Tahoe will come to Fairbanks and need to be outfitted. This cost at Auto Trim is approximately \$15,000 not counting the cost of the equipment to install, that must be purchased separately, and it can range in cost near \$6,000.00.

Dana Safety gives us a package price on install and gear/equipment at around \$12,100.00.

Once the car is done it is shipped to Alaska and driven to Fairbanks ready for graphics. Shipping of the last vehicle was \$4,000.00.

Overall costs, SOA Vehicles range are Tahoe = \$66,840 and Explorer = \$64,430 and Dana Safety comes in at \$50,821.60.

This is why we chose to use Dana Safety. The cars are cleaner and more professional and arrive months ahead of vehicles purchased through the state of Alaska bid.

Our recommendation is to purchase the vehicles through the Dana Safety car distribution and have them completed and shipped to Alaska ourselves.

Just vehicle purchases are:

| | |
|------------|--------------|
| Explorer = | \$38,430.00. |
| Tahoe = | \$40,850.00. |
| Durango= | \$34,721.60. |

We would like to formally request permission to purchase two Durango's from Dana Safety at \$34,721.60 each. By delivering three quotes we have met the NPMC bidding requirements for purchases of this nature. There is sufficient funding in the fleet fund to cover these costs.

Thank you for your time.

Chief Steve Dutra