



CITY OF NORTH POLE
Regular Meeting
June 7, 2021
North Pole Council Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, June 7, 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**
 - May 17, 2021 Pg. 3
- 6. Communications from the Mayor Pg. 8**
- 7. Council Member Questions of the Mayor**
- 8. Communications from Department Heads, Borough Representative and the City Clerk**
- 9. Ongoing Projects Report**
 - Alaska Gas Line Development Corp – President – Frank Richards 15 Minute Presentation
 - Total Compensation Project Committee Meeting Report

10. Citizens Comments (Limited to five (5) minutes per Citizen)

11. Old Business:

None

12. New Business:

- a. Resolution 21 – 05 A Resolution of the North Pole City Council Designating City Officials Authorization to Sign on City of North Pole Accounts. **Pg.10**
- b. Resolution 21 – 06 A Resolution Rescinding the Mayor’s Declaration of a Disaster Emergency for the City of North Pole due to the Covid – 19 Pandemic and Requesting State and Federal Assistance. **Pg. 11**
- c. Request for Wage Determination for Lateral Hire in North Pole Police Department between Range 13 and Range 14. **Pg. 12**
- d. Request to Re-Open City of North Pole City Hall lobby from 8:00Am – 5:00PM Monday through Friday to the public. **Pg. 13**
- e. Request to Discuss Resuming Live Meetings of the City of North Pole City Council in the Council Chambers. **Pg. 14**
- f. Request to Accept Resignation of City Clerk – Human Resources Manager Aaron M. Rhoades. **Pg. 15**
- g. Request for Authorization to make payment on Chevrolet Pickup Truck for \$33,618.00 for the Public Works Department that was approved in July 2020 but the vehicle was not delivered until May 2021. **Pg. 16**
- h. Request for Authorization to sell a 2005 Ford Tool Truck and two stationary surplus generators at auction. **Pg. 18**
- i. Approval to use a Request for Proposals for the Doughchee Avenue Rehabilitation and Drainage Project: 2021

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

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, May 17, 2021
NORTH POLE CITY COUNCIL CHAMBERS
125 SNOWMAN LANE, NORTH POLE, ALASKA

Mayor Pro Tem McGhee called the Monday May 17, 2021 regular City Council meeting to order at 7:00 p.m. with the following Council Members in attendance:

Council Members Present:

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: Mayor Welch – Out on Leave

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. Walley moved to approve the agenda of May 17, 2021.

Seconded by Mrs. Welch

Discussion

Mr. Walley moved to consent the following items:

New Business:

- b. Request to sign MOA with Eielson AFB.
- c. Request to sign Public Safety Testing contract.

Seconded by Mrs. Welch

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO CONSENT NEW BUSINESS ITEMS A and B:

YES: 6 – Mr. Claus, Mrs. Welch, Mr. Cromer, Mr. Walley, Mr. McGhee, Mr. Skipps,

NO: 0

ABSTAIN:

Mayor Pro Tem McGhee 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 AMMENDED:

YES: 6 – Mr. Claus, Mr. Walley, Mrs. Welch, Mr. Cromer, Mr. Skipps, Mr. McGhee

NO: 0

ABSTAIN:

Mayor Pro Tem McGhee declared the MOTION CARRIED

APPROVAL OF MINUTES

Mr. Walley *moved to approve the Minutes of May 3, 2021.*

Seconded by Mrs. Welch

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE MINUTES FROM May 3, 2021 CITY COUNCIL MEETING:

YES: 6 – Mr. Claus, Mrs. Welch, Mr. Walley, Mr. Cromer, Mr. Skipps, Mr. McGhee

NO: 0

ABSTAIN:

Mayor Pro Tem McGhee declared the MOTION CARRIED

COMMUNICATIONS FROM THE MAYOR PRO TEM

- Mayor Welch is out until May 18, 2021. Went out earlier than expected because the

- Doctor could get him early.
- Josiah Jones Student of the Month of May 2021

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

City Services, Bill Butler

Building Department

- 2 single family home permits issued.
- 7 single family home permits pending.
- 8 duplex permits issued.
- 3 four-plex permits pending.
- 2 commercial permits issued (Speedway and solar panels)

Public Works

- Public Works Assistant Mike Malitek will start May 24.
- Public Works has been recruiting for summer hires for two weeks and no applications submitted. If you know someone over 18 who is looking for a summer job, please encourage them to apply.
- Public Works pickup truck approved last year has arrived.
- Street sweeping is approximately half completed.

Utility Department

Utility Department

- Engaged in routine activities (service locates, laboratory sampling, lift station cleaning, equipment maintenance). No emergencies.
- Stantec Consulting has begun assessment of Yukon lift station to generate recommendations how to increase discharge capacity.
 - Yukon lift station is a “choke point” for our commercial area.
 - The discharge main is only 4 inches in diameter.
 - The lift station is more frequently reaching its discharge capacity.

Moose Creek Water System Expansion Project.

- Third round of consideration payments (41) mailed to Moose Creek residents last week.

- Total of 215 payments released to date.
- Flushing stale water from water storage tank and northern distribution water mains in final stages.
- Pressure testing and flushing of the southern loop distribution water mains is scheduled to begin once water storage tank is filled and northern distribution water mains are approved for service (pass bacterial testing).

Contractor is planning to begin making service line connections this week.

Finance, Tricia Fogarty

- Emailed out last Friday Financial Statement for Month of April. Included Audit Letter.
- Auditors will be out at City Hall in the Morning.
- Tyler Technologies Project continue to move forward.

Police Department, Chief Dutra

None

Fire Department, Chief Heineken

- Fire Dept. Hiring update
- Update on Fire Apparatus Spec trip
- New Fire Hose has been testing and being placed into service
- Moto Cross Racing Lions have requested NPFDD provide medics again this year.
- Plans to replace fencing along the North side of the fire station.

Borough Representative

- Met with Borough Council
- School District is going to be discussing masks.
- Budget discussion. Take comments from Public and defer to next Thursday.
- Passed the Budget the following Thursday.

City Clerk

- Benefit Survey 30 Participants – Great Participation
- Posted City Clerk Intern about 30 responses

ONGOING PROJECTS

None

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

None

OLD BUSINESS

None

NEW BUSINESS

- Request to Appeal Cease and Desist Order Benjamin Roose – 1st Stop Shop.

MOTION TO APPROVE APPEAL AND ALLOW BENJAMIN ROOSE – 1ST STOP SHOP TO HAVE TWO MONTHS TO GET CAUGHT UP ON HIS BACK TAXES.

Mr. McGhee *moved to Approve Appeal.*

Seconded by Mrs. Welch

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE APPEAL AND ALLOW BENJAMIN ROOSE – 1ST STOP SHOP TO HAVE TWO MONTHS TO GET CAUGHT UP ON HIS BACK TAXES:

YES: 6 – Mr. Skipps, Mr. Claus, Mrs. Welch, Mr. Cromer, Mr. McGhee

NO: 0

ABSTAIN:

Mayor Pro Tem McGhee declared the MOTION CARRIED

Council Comments

None

Mr. Skipps *moved to Adjourn*

Seconded by Mrs. Welch

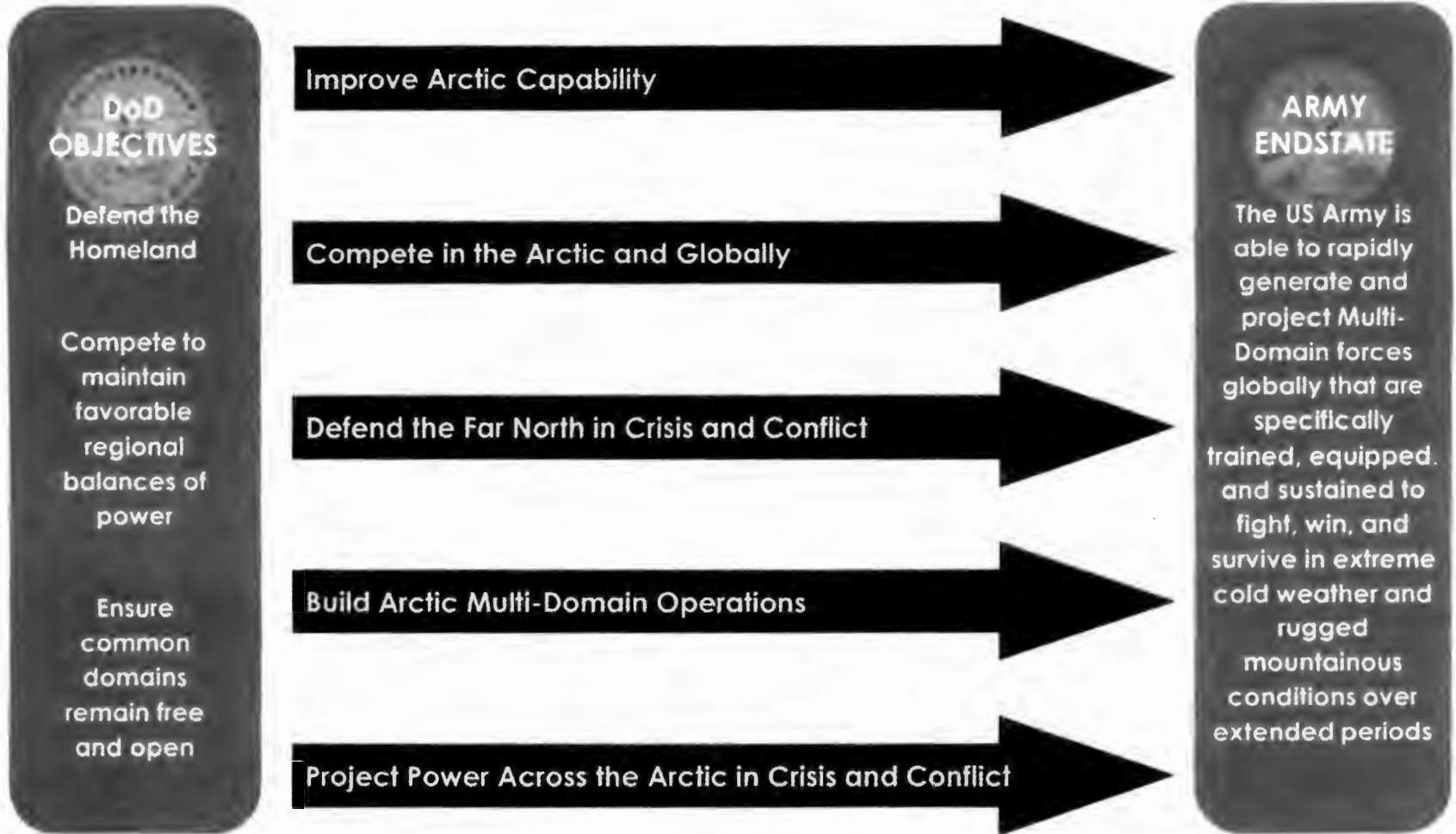
The meeting of May 17, 2021 adjourned at 7:34p.m.

Michael Welch, Mayor

ATTEST:

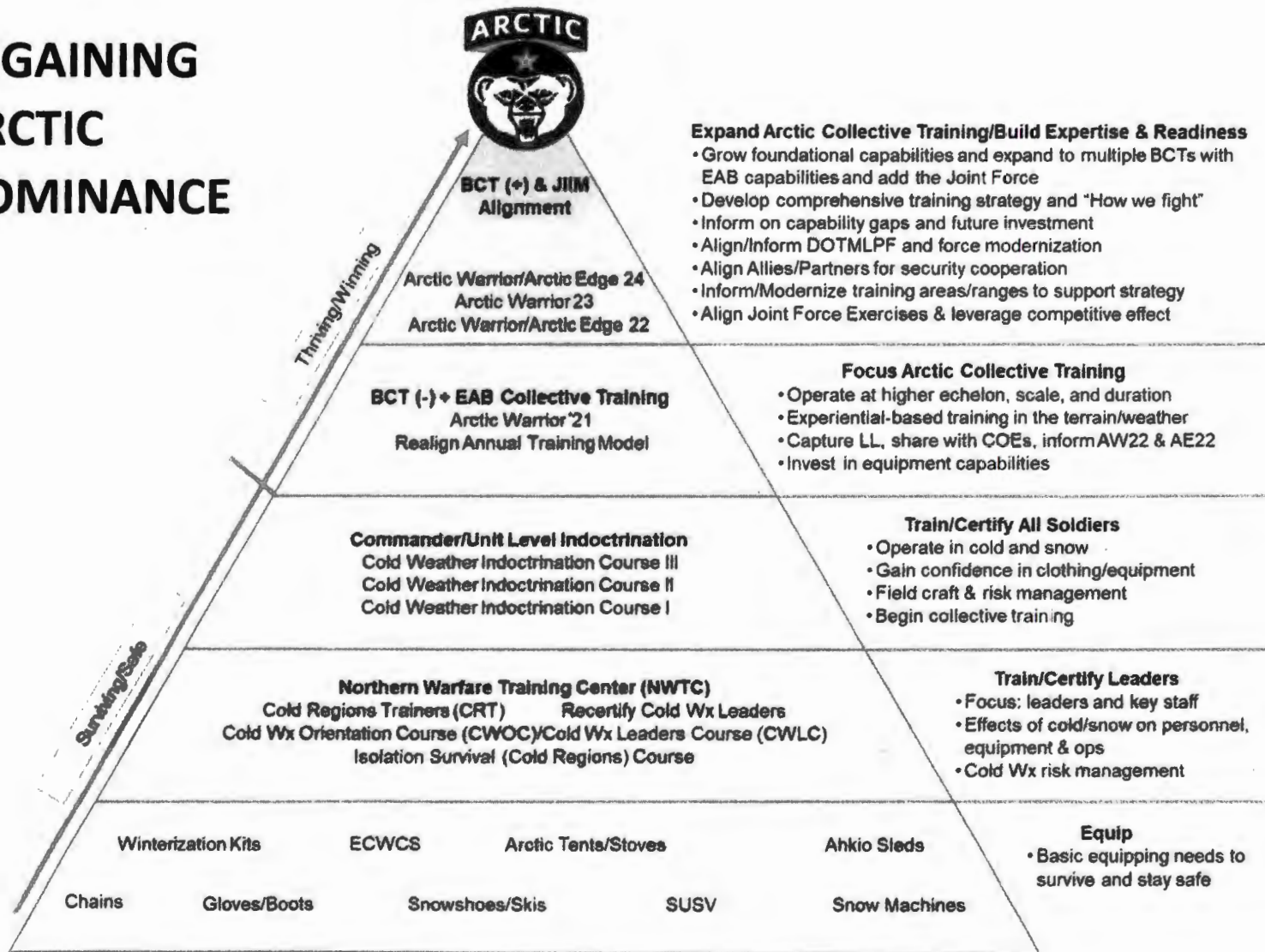
Aaron M. Rhoades, City Clerk

The Arctic Path





REGAINING ARCTIC DOMINANCE



**CITY OF NORTH POLE
RESOLUTION 21-05**

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

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

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

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

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

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

- 26 **Michael W. Welch** _____
- 27 **DeJohn Cromer** _____
- 28 **Thomas McGhee** _____
- 29 **Perry Walley** _____
- 30 **Santa Claus** _____
- 31 **David A. Skipps Sr.** _____

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of North Pole, Alaska this 8th day of June,2021.

Michael W. Welch, Mayor

ATTEST:

Aaron M. Rhoades, City Clerk

PASSED Yes: No: Absent:

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CITY OF NORTH POLE

RESOLUTION 21-06

**A RESOLUTION ENDING THE MAYOR’S DECLARATION OF A DISASTER
EMERGENCY FOR THE CITY OF NORTH POLE DUE TO COVID-19
PANDEMIC AND REQUESTING STATE AND FEDERAL ASSISTANCE**

WHEREAS, on June 7, 2021, Mayor Welch issued an end to the Declaration of Disaster Emergency for the City of North Pole Due to COVID-19 Pandemic and Requesting State and Federal Assistance; and,

WHEREAS, under the provisions of AS 26.23.140, a declaration of emergency by the Mayor may not be continued beyond seven days without the consent of the City Council; and,

WHEREAS, the following “whereas statements” were set out in the Mayor’s Declaration and are repeated here to reinforce the seriousness of the COVID-19 Pandemic:

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death and is caused by the SARS-Cov-2 virus, a new strain of the coronavirus that had not been

WHEREAS, we believe we have moved past the emergency portion of the Covid -19 Pandemic and thus feel it is prudent to end this Emergency Declaration.

NOW, THEREFORE, BE IT RESOLVED by the North Pole City Council that the Mayor’s April 10, 2020 Declaration of a Disaster Emergency for the City of North Pole Due to COVID-19 Pandemic and Requesting State and Federal Assistance may end effective June 7, 2021.

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

Michael W. Welch, Mayor

ATTEST:

Aaron M. Rhoades, City Clerk

<p>PASSED/FAILED TO PASS Yes: No: Absent:</p>



North Pole Police Department

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



June 1, 2021

To: North Pole City Council

Re: Wage determination for Lateral hire

The North Pole Police Department has an applicant that we would like to make a job offer to, but we will need a wage determination before we can accomplish this. In meetings with the Mayor, he has asked that I present a range of options to the council. The range the Mayor wishes the council to consider are Police Officer Wage Range 13 (\$5,472 a/mo.) to Range 14 (\$5,636 a/mo.)

This candidate has 4.3 years' experience with the California Highway Patrol (CHP), where he currently serves. He is a veteran who served in the Army as a combat medic who reached the rank of Sergeant. He has an honorable discharge from the service.

This candidate has advanced police training and skills that he has acquired while working with the CHP. He holds a certification in Drug Recognition and Intermediate Crash investigation. He is a tactical combat medic who is trained to teach law enforcement Critical Casualty Care. He is radar certified and has a basic police officer certification.

Having a trained lateral police officer of this caliber and training would benefit the department in many ways. This candidate would save the city of North Pole \$40,000 - \$50,000 in training costs. I would ask that the council allow me to offer this candidate a pay equal to his value to our community.

Respectfully,

Chief Steve Dutra

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CITY OF NORTH POLE

REQUEST

A REQUEST TO RE-OPEN THE CITY OF NORTH POLE LOBBY

WHEREAS, on June 7, 2021, Mayor Welch issued an end to the Declaration of Disaster Emergency for the City of North Pole Due to COVID-19 Pandemic and Requesting State and Federal Assistance; and,

WHEREAS, In Light of that cancelation it is proposed that the City Re-Open the Lobby of City hall to walk in public.

NOW, THEREFORE, BE IT RESOLVED by the North Pole City Council that the North Pole City hall shall be Re-Opened effective June 8, 2021.

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

Michael W. Welch, Mayor

ATTEST:

Aaron M. Rhoades, City Clerk

<p>PASSED/FAILED TO PASS Yes: No: Absent:</p>



City of North Pole

*Office of the City Clerk &
Human Resources Manager*

125 Snowman Lane

North Pole, AK 99705

(907)488-8583

Fax (907) 488-3002

May 24, 2021

Dear Mayor and North Pole City Council,

It is with some sadness that I give my two weeks notice. My last day of work will be Friday June 4, 2021. I would like to thank each of you for the privilege to be the City Clerk and HR Manager here at the City of North Pole and getting to know you. I am not going to another job I am just going to take more time to spend with my teenagers before they grow up and are gone. Last summer I didn't take any time off as I was learning a new job and wanted everything to go smoothly. I regret that. The pandemic has taught me I need to take more time with them and be more balanced.

Thank you for the privilege to serve each of you and my fellow co-workers. There are wonderful people who work here and honestly I loved working here. Being able to say I worked at the City of North Pole and that I worked with Santa Claus is one of the highlights of my career. Very simple thing, but always remember it is the small things that make the difference in the employment equation and are the reason people stick around and give all they have to the job.

I would like to say that in this role I have cleaned up 10 years of filing and organization that needed addressing (and there is still more to clean up). I cleaned out and organized the Clerk's Office and File Storage area. Ran a successful Presidential/Borough Election with no disputes during a Pandemic. Did I mention an unprecedented Pandemic? Sailed the Covid 19 City ship while setting up the distribution of \$4 Million + in CARES Act funds. Got Online Sales Tax in place and current. Got your healthcare and benefits in order and working on your compensation. Oh and mastered Zoom so we could all meet for City Council.

A final few words I fully recognize how my decision to leave impacts Tricia Fogarty. She will again receive the brunt of the turnover burden in the City Clerk role. Something should have been done for her long ago for training the new Clerks and all she has done to ensure that the City kept on running as the clerks have retired and or left the City. You should all give her a standing ovation for her selfless work and commitment to the City I am grateful for her and the help she has given to me.

Thank you again for all you have taught me this last year. I hope I added some value to this fine City.

Sincerely,

Aaron M. Rhoades

City Clerk & Human Resources Manager

Memo

To: North Pole City Council
From: Bill Butler
Date: May 25, 2021
Subject: Authorize payment of pickup truck for Public Works Department approved by Council July 2020

Recommendation

Authorize payment of Chevrolet pickup truck for \$33,618.00 for the Public Works Department that was approved in July 2020 but the vehicle was not delivered until May 2021.

Background

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

The truck was intended to replace the Department's 2008 Ford F250. Public Works would use the new vehicle for our full-time staff and the F250 would be dedicated for use by summer/part-time hires. The need for the new truck is the result of the 2001 used vehicle purchased from the FNSB and its history of breakdowns. With three vehicles and up to six staff in the summer we frequently need to use one vehicle to transport two or more employees.

Public Works has adequate funding in its fleet fund to pay for the vehicle. The following are the available funds:

Fleet fund as of May 25, 2021.....\$92,274.51

ALASKA SALES & SERVICE

1300 E 5th Ave.
 Anchorage, AK. 99501
 Telephone:(907) 265-7535
 Fax:(907) 265 7507

INVOICE

DATE: 4/23/2021

INVOICE # MF214320

SALESMAN: D. Bacon

SOLD TO: City of North Pole
ADDRESS: 125 Snowman Lane
 North Pole AK 99705-7708

FAN: 812617
 462814

MAKE	YEAR	MODEL	BODY STYLE	NEW/USED
Chevrolet	2021	CK30953	Silverado Double Cab PU	New
SERIAL NUMBER		REFERENCE / PURCHASE ORDER #		
1GC5YSE78MF214320		34383		
OPTIONAL EQUIP. AND ACC. DESCRIPTION				
Auto Start Antifreeze to -50 degrees F Transportation to Fairbanks, AK			Price of Vehicle:	\$33,618.00
			License & Title Fees	Pass MCO
			Factory Rebate:	NA
			Business Choice	NA
			Balance Due:	\$33,618.00
TOTAL				\$33,618.00

Funds To:
 Alaska Sales and Service, Inc.
 1300 East 5th Avenue
 Anchorage AK 99501

Reference No.: MF214320

Terms: Net 30 days

PURCHASER'S SIGNATURE _____

THE PURCHASER ACKNOWLEDGES RECEIPT OF THIS CAR AND A COPY OF THIS INVOICE.

125 Snowman Lane
North Pole, Alaska 99705
(907) 488-8593
(907) 488-3002 (fax)
bill.butler@northpolealaska.org

City of North Pole
Director of City Services

Memo

To: North Pole City Council
From: Bill Butler
Date: June 1, 2021
Subject: Request to sell a 2005 Ford Tool Truck and two stationary surplus generators at auction

The Utility Department no longer has need for its aging tool truck. It is the oldest vehicle in the Utility fleet that was formerly used by Utility staff as a day-to-day work vehicle. The Utility has progressively upgraded its daily work vehicles and the tool truck is no longer needed and the Utility would like to sell the vehicle at auction. The Utility Department does not have a dedicated fleet fund as the other department have, but instead has Utility Reserve Funds. The Reserve Funds serve a broader function than the departmental fleet funds, but do include vehicle purchase. Any funds generated by the auction sale of the vehicle will be split 50% to Water Reserves and 50% to Sewer Reserves.

When the Utility upgraded the wastewater treatment plan in 2015, part of the upgrade included replacement of the backup/emergency generator. The upgrades to the facility created an increased power demand that the existing generator could not meet. In addition, the existing generator was original to the plant from 1984. Replacement parts for the generator were increasingly difficult to locate. The Utility has no use for this generator and would like to sell the generator at auction. Any funds generated by the sale will be deposited in Sewer Reserve Fund.

When the North Pole Expansion required modifications at the water treatment plan, these upgrades created a greater power demand than the backup/emergency could provide and the generator had to be replaced. The Utility has no use for the old generator and is requesting to sell the generator at auction. Any funds generated by the generator sale will be deposited in the Water Reserve Fund.

125 Snowman Lane
North Pole, Alaska 99705
(907) 488-8593
(907) 488-3002 (fax)
bill.butler@northpolealaska.org

City of North Pole
Director of City Services

Memo

To: North Pole City Council
From: Bill Butler
Date: June 1, 2021
Subject: Approve request to use a Request for Proposals for the Doughchee Avenue Rehabilitation and Drainage Project: 2021

The Code allows the use of a Request for Proposals versus an Invitation to Bid but only with Council approval. The Council approved \$100,000 in the Public Works 2021 budget for rehabilitation work on Doughchee Avenue spanning the short section from Badge Road to the western edge of the Doughchee Bridge. State Fish and Game has been working with me to potentially fund up to \$50,000 for work adjacent to the road to help control drainage (bad drainage is damaging the bridge abutment). If you drive this section of Doughchee, you will see dips and significant damage to the asphalt due to ground movement. The purpose of the paving project is to try to stop this annual road damage by excavating out bad fill and replacing it with good fill. Until the contractor begins to tear the road up, we do not know how much excavation will need to occur and how much fill will be needed. Also, the construction of the drainage along the road will require working in conjunction with the contractor. We chose this approach for the road rehabilitation and drainage installation because engineering and design cost could consume \$25,000 to \$50,000 not leaving enough money to do the project. Add to that for any project costing over \$50,000, the contractor must pay Davis-Bacon wages and the project would not be feasible with the available budget. Cody and I think that by working cooperatively with a contractor we can save the engineering and design cost and have enough money to do the project, but to do this, we need to use a Request for Proposals.