



CITY OF NORTH POLE  
Regular Meeting  
January 3, 2022  
North Pole Council Chambers  
125 Snowman Lane, North Pole, Alaska  
[www.northpolealaska.com](http://www.northpolealaska.com)

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Monday, January 3, 2022  
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
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 12/13/21 and 12/22/21 (Pgs. 3-11)
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
10. Citizens Comments (Limited to five (5) minutes per Citizen)
11. **Old Business:**  
None

## **12. New Business:**

- a. Resolution 22- 01, A Resolution of the City of North Pole, Alaska, to Authorize a Match Agreement Totaling \$56,907 to Install Asphalt Driveway Aprons Throughout the City Funded with American Rescue Plan Act Funds (Pgs. 12-14)
- b. Resolution 22-02, A Resolution of the City of North Pole, Alaska, to Authorize a Match Agreement Totaling \$175,040 to Install Streetlights in the City Core Paid with American Rescue Plan Act Funds (Pgs. 15-17)
- c. Resolution 22-03, A Resolution of the City of North Pole City Council Designating City Officials Authorization to Sign on City of North Pole Accounts (Pg. 18)
- d. Resolution 22-04, A Resolution of the City of North Pole, Alaska, Establishing the 2022 Committees (Pgs. 19-21)
- e. Acceptance of the Pollen Environmental LLC's 2022 Wastewater and Water Compliance Monitoring Professional Services Proposal (Pgs. 22 – 29)
- f. Tuition Reimbursement Request (Pgs. 30-39)
- g. Request to Accept the Resignation of Councilman Thomas McGhee (Pg. 40)

## **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](mailto: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](mailto: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, December 13, 2021 via Zoom.

**CALL TO ORDER/ROLL CALL**

Mayor Welch called the regular City Council meeting of Monday, December 13, 2021, to order at 7:00 p.m.

**Present:**

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

**PLEDGE OF ALLEGIANCE TO THE U.S. FLAG**

Led by Mayor Welch

**INVOCATION**

Given by Mr. McGhee

**APPROVAL OF AGENDA**

Mr. McGhee *moved to* approve the agenda of December 13, 2021

Seconded *by* Ms. Welch

Mr. McGhee *moved to* amend the agenda of December 13, 2021 to consent the following items:

Old 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 (Pgs. 28-30)
- 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 (Pgs. 33-41)

New Business:

- a. JAG Grant Approval (Pgs. 42-84)

Seconded *by* Ms. Welch

## On the amendments

### DISCUSSION

None

### PASSED

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

No: 0

## On the agenda as amended

### DISCUSSION

None

### PASSED

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

No: 0

## APPROVAL OF MINUTES

Mr. McGhee *moved* to approve the minutes from the 12/6/21 meeting

Seconded by Ms. Welch

### DISCUSSION

None

### PASSED

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

No: 0

## COMMUNICATIONS FROM THE MAYOR

- Student of the Month – Montana Bloodworth
- A flyer from Lockheed Martin was included in the Council packet, they are hiring in the NP area.
- The Mayor was sick last Council meeting. He was in Anchorage since then meeting with a few different companies. One that still would like to remain secret at the moment. They are interested in building in Brookside Park and they were talking codes, etc. The Mayor was also talking to the governors office about a few projects, as well as the Bond bank people. He is going back to Anchorage this week for a hearing with Zane Wilson regarding Williams Alaskan Petroleum. He also wanted everyone to know that the incident that happened a few years ago at the Christmas in Ice festival is coming back up and could become a court issue. Mayor Welch also gave a recap from the Conference of Mayors Conference that he attended in November.

## COUNCIL MEMBER QUESTIONS OF THE MAYOR

- Mr. Cromer asked a question about the lights at the transfer site that he went to recently. Bill Butler said that the city has no management of the transfer site, the borough does. Mr. Butler said that he would

pass along the info.

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

### Police Dept., Chief Dutra

- Comments on Anchorage Executive Development
- Stats for November – Not a lot of change from last year
- Cars are in Anchorage – Lt and Detective are heading up on Thursday to grab them
- Shop with a Cop is starting soon

### Fire Dept., Chief Heineken

- Wanted to thank everyone who was involved in the total compensation committee and everyone who put in the time and work into the new pay scale.

### Director of City Services, Bill Butler

- Has nothing new since the last meeting.

### Finance, Tricia Fogarty

- Also thanked everyone for the work in the new pay scale and feels like it is a good version. She has been working with Tyler on the new system, the first paycheck in January will be completely on Tyler. The timecard entries are soon to be up and running soon as well.
- There was a positive COVID test with one of the City Hall employees. The other employees in City Hall have been tested and everyone is negative so far.
- Mr. McGhee thanked Tricia and all the department heads for the pay scale project and all the hardwork they put into it.

### Borough Representative

- Ms. Welch was sick and unable to attend the last borough meeting. She said that it would be really nice if there was an alternate for the meetings so that this didn't happen.

### City Clerk's Office, Melissa Dionne

- Ms. Dionne said that she was looking forward to a little bit of a break and working on some trainings.

## ON GOING PROJECTS

### Committee Sign Ups

- Bed Tax Committee Awards
  - The Bed Tax Committee met November 30<sup>th</sup> and came up with a unanimous decision on where the money should go. The total amount to be distributed this year was \$46,787.61.
  - Ms. Welch said that one of the things that she remembered from the Committee meeting is that the money that was given previously to the NPCCC was not spent on what it was given for, and that the committee was not happy with that. This year they asked for \$28,460 and the committee was not excited about the fact that they asked for this amount this year.

- Mr. Claus said that he was also disappointed in the NPCCC and their lack of visibility this past year. The events that have been scheduled in previous years were all canceled this year and does not feel like they are very good stewards of the NP Bed Tax monies.
- Mr. Keller said he remembers that the Literacy Council came out on top with what they presented and felt that the return on investments with the Literacy Council was a lot better than other groups that presented. He felt that the money for Santa's Letters was a good investment as well. He said that he remembered that Jeff Jacobson, who was a committee member, said that NPCCC was in a state of transition right now and trying to find their identity after a change in their ranks.
- Mayor Welch explained how the committee got to the totals that were given. The committee was impressed with the Literacy Council and added \$250 to the total. To Santa's Letters and Explore Fairbanks the committee gave the full amount. What was left from the \$46,787.51 went to NPCCC for their website redesign and a few other things not related to the visitor cabin.
- Mr. McGhee brought up the previous years total monies that were given to the NPCCC and that most of the monies were supposed to be spent on the visitor cabin. He thanked the Council for changing the Bed Tax Distribution for next year and pointed out that the Literacy Council will not be eligible next year due to the change. He also said that the NPCCC is not eligible for the last 10% because they did not spend the money on what it was given for and believes that they should not be qualified for this year's money because of that.
- Mr. Cromer questioned if the city could get the money back if it was not spent appropriately on what it was intended for.
- Ms. Fogarty said that she does not feel like we can recoup that money that was given and not spent appropriately, but that the Council can look into changing the rules, in case this comes up again.
- Disbursement of Remaining Cares Act Funds
  - Love, Inc. and KJNP both spoke to the Council regarding the need for additional CARES Act Funds that the City of NP has. They submitted letters and tax information as backups to the request.
  - The Mayor explained the CARES Act Funds that have been distributed so far and how much money there is left.
  - Ms. Welch asked if the Council gave additional money to Love, Inc. if they could insure that constituents in NP get a majority of the money. Dean McDaniels said that yes, they could put a stipend aside just for NP.
  - The Mayor said that he feels that Love, Inc. would qualify for an additional \$84,000 and that KJNP would qualify for \$48,000.
  - Mr. McGhee asked if the Council could schedule a special meeting to decide on the disbursement of those final funds.
  - The Council agreed to December 21<sup>st</sup> for the special meeting.
  - The Council also agreed to add the Bed Tax Distribution Resolution to the special meeting agenda.
- 2022 Committee Sign Ups

- The Council reviewed the current members of the committees.
- Mr. McGhee volunteered to be the 2<sup>nd</sup> Borough representative.
- Mr. Claus, Mr. McGhee and Mr. Keller asked to be on the Economic Development Committee.
- 2022 Calendar

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

- None

**OLD BUSINESS**

- b. Ordinance 21-22, An Ordinance of the City of North Pole, Alaska, to Amend Title 10 Vehicles and Traffic

Mr. McGhee *moved* to introduce Ordinance 21-22

Seconded *by* Ms. Welch

**On the amendment**

**DISCUSSION**

None

**FAILED**

Yes: 0

No: A. Welch, Claus, Keller, Cromer, McGhee, Skipps, Welch

**COUNCIL COMMENTS**

Mr. McGhee *moved* to adjourn

Seconded *by* Mr. Skipps

The regular meeting of Monday, December 13, 2021 adjourned at 8:28 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, December 13, 2021.

**ATTEST:**

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Melissa Dionne, City Clerk



## Special City Council Meeting – 6:00 p.m.

A special meeting of the North Pole City Council was held on Monday, December 22, 2021 via Zoom.

### CALL TO ORDER/ROLL CALL

Mayor Welch called the special City Council meeting of Monday, December 22, 2021, to order at 6:00 p.m.

#### Present:

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

#### Late:

DeJohn Cromer - Deputy Mayor Pro Tem

### PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Welch

### INVOCATION

Given by Ms. Welch

### APPROVAL OF AGENDA

Mr. McGhee *moved to* approve the agenda of December 22, 2021

Seconded *by* Ms. Welch

### **On the amendment**

#### **DISCUSSION**

None

#### **PASSED**

Yes: 6 – A. Welch, Claus, Keller, McGhee, Skippis, Welch

No: 0

Late: Cromer



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

- None

**NEW BUSINESS**

**a. Resolution 21-11, A Resolution to Establish the 2021 City of North Pole Bed Tax Grant Distribution**

Mr. McGhee *moved* to introduce Resolution 21-11

Seconded *by* Mr. Claus/Ms. Welch

**DISCUSSION**

- Mr. McGhee wanted to point out the NPCCC has not done anything within the city for almost years. They also did not provide any details on how they spent last years funds that were earmarked for their visitor's cabin. Mr. McGhee feels because they did not meet the criteria for last year's funds, that NPCCC is not eligible for this years funds.
- Mr. Claus agreed with this assessment.
- The Mayor also agreed that NPCCC did not properly spend last years money and he believes that they are not showing a path forward. He explained how the committee came up with the \$4255.61 that they had agreed to give to NPCCC. He also feels that the city should look into possibly recouping last years funds from them.

Mr. McGhee *moved* to amend Resolution 21-11

Seconded *by* Mr. Claus

Mr. McGhee would like to change the total on line 25 given to NPCCC to \$0 and to add the \$4255.61 to Explore Fairbanks making their total \$34,635.61.

**On the amendment as amended**

**DISCUSSION**

None

**FAILED**

Yes: 0

No: A. Welch, Claus, Keller, McGhee, Skipps, Welch

**b. Resolution 21-12, A Resolution to Distribute CARES ACT Funds to Love, Inc. and KJNP**

Mr. Claus *moved* to introduce Resolution 21-12

Seconded *by* Mr. McGhee/Ms. Welch

## DISCUSSION

- Love, Inc. and KJNP both spoke about the need for the additional CARES Act Funds. They submitted letters and financial statements as back up to the requests.
- Mr. McGhee gave a brief history of the CARES Act when it was in front of the Council previously. He feels that Love, Inc. poorly handled some of the CARES Act Funds that they had received. He also said that previously there was a Resolution that passed that was going to divide the remaining money in the funds between all the citizens of NP. Due to lack of support in the ability to properly do this, that resolution was rescinded. He said that the city did not do anything with the money for an entire year due to a variety of reasons. He shared with the Council that he had gotten a list of all the current, active businesses in the City of North Pole, what they were and who they were. The list included restaurants, daycares and the 2 locally owned firework stands. His criteria for this list were businesses that he knew were affected by COVID. He also took out any businesses that had a drive thru.

Mr. McGhee *moved* to amend Resolution 21-12

To remove from line 17 '\$84,000 to Love, In. and \$48,000 to KJNP' and changing it to distribute the \$132,000 equally to the 31 businesses on the list provided adding in KJNP and Love, Inc., equaling \$4,000 each. Also removing from line 20 'KJNP and Love, Inc.' and changing it to 'the City of North Pole's businesses'.

The amendment received no second.

## On the amendment

### DISCUSSION

None

### FAILED

Yes: A. Welch, Claus, Keller, Cromer, Skipps, Welch

No: McGhee

## COUNCIL COMMENTS

The council wished everyone a merry Christmas and a happy new year.

Mr. McGhee *moved* to adjourn

Seconded *by* Mr. Skipps

The special meeting of Wednesday, December 22, 2021 adjourned at 6:48 p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Wednesday, December 22, 2021.

ATTEST:

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Melissa Dionne, City Clerk

**CITY OF NORTH POLE  
RESOLUTION NO. 22-01**

**A RESOLUTION OF THE CITY OF NORTH POLE, ALASKA TO  
AUTHORIZE A MATCH AGREEMENT TOTALING \$56,907 TO  
INSTALL ASPHALT DRIVEWAY APRONS THROUGHOUT THE CITY  
FUNDED WITH AMERICAN RESCUE PLAN ACT FUNDS**

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

**WHEREAS**, there is a legacy of driveways installed throughout the City that do not have paved driveway aprons for their connection to City-paved asphalt streets, and

**WHEREAS**, unpaved driveway approaches can lead to damage to the edges of City-paved asphalt roads requiring maintenance by the Public Works Department, and

**WHEREAS**, the FAST Planning Program has authorized a project to install approximately 140 asphalt driveway aprons on driveways lacking such aprons, and

**WHEREAS**, the estimated cost of the project is \$548,000 and the City's required matching contribution totals \$56,907. See attached Match Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of North Pole that it approves the City pay the \$56,907 match requirement for the project to proceed. The financing of the project will be with American Rescue Plan Act funds.

**Section 1. Effective date.**

This resolution shall become effective immediately upon City Council approval.

**PASSED** by a duly constituted quorum of the North Pole City Council this 3rd day of January 2022.

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

ATTEST:

\_\_\_\_\_  
Melissa A. Dionne, North Pole City Clerk

PASSED/FAILED Yes: No: Absent:
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**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."*

**CITY OF NORTH POLE  
RESOLUTION NO. 22-02**

**A RESOLUTION OF THE CITY OF NORTH POLE, ALASKA TO  
AUTHORIZE A MATCH AGREEMENT TOTALING \$175,040 TO  
INSTALL STREETLIGHTS IN THE CITY CORE PAID WITH  
AMERICAN RESCUE PLAN ACT FUNDS**

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

**WHEREAS**, there are streetlights in the core of the City that are individually mounted on wooden GVEA power poles that are not metered, and the electrical charges are negotiated with GVEA, and

**WHEREAS**, Public Works must get GVEA approval anytime one of these lights requires maintenance, and

**WHEREAS**, the FAST Planning Program has authorized a project to replace these unmetered streetlights in the City core and construct a more comprehensive network of streetlights providing better lighting in these neighborhoods, and

**WHEREAS**, the estimated cost of the project is \$1,685,586 and the City's required matching contribution totals \$175,040. See attached Match Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of North Pole that it approves the City pay the \$175,040 match requirement for the project to proceed. The financing for the project is provide by American Rescue Plan Act funds.

**Section 1. Effective date.**

This resolution shall become effective immediately upon passage.

**APPROVED** by a duly constituted quorum of the North Pole City Council this 3rd day of January 2022.

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

ATTEST:

\_\_\_\_\_  
Melissa A. Dionne, North Pole City Clerk

PASSED/FAILED Yes: No: Absent:
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**Amendment 1  
to the  
Memorandum of Agreement  
for the  
Local Match Contribution  
for the  
North Pole Streetlight Standardization  
IRIS # NFHWY00269**

**Between**

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

**The City of North Pole (CONP)**

**Purpose**

The purpose of this amendment is to update the local match funding required for construction (phase 4) based on the latest project estimates and schedule. The funding requirement below is estimated to cover the City Core portion of the North Pole Streetlight Standardization project.

**Project Description:**

Install / Upgrade streetlights in the City Core Area.

**Schedule:**

This project is scheduled for obligation of funds as follows:

<b>PHASE</b>	<b>FFY</b>	<b>ESTIMATED PHASE NEEDS (TOTAL \$)</b>	<b>9.03% MATCH REQUIRED</b>	<b>MATCH CONTINGENCY REQUIRED*</b>	<b>TOTAL MATCH CONTRIBUTED</b>
4	22	\$1,685,586	\$152,208	\$22,831	\$175,040
<b>Total</b>		<b>\$1,685,586</b>	\$152,208	\$22,831	\$175,040
* 15% Contingency required for Phase 4- Construction.					

The CONP agrees to provide ONE HUNDRED SEVENTY FIVE THOUSAND FORTY DOLLARS (\$175,040) to the State of Alaska Department of Transportation and Public Facilities to fulfill the CONP share of the total local match contribution required for the construction of the City Core North Pole Streetlight Standardization project.

*"Keep Alaska Moving through service and infrastructure."*



DOT&PF may modify 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.

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

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Date

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Michael Welch, Mayor  
City of North Pole

---

Date

*"Keep Alaska Moving through service and infrastructure."*

**CITY OF NORTH POLE  
RESOLUTION 22-03**

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

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

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

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

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

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

**Michael W. Welch**

**Melissa Dionne**

**Anton Keller**

**Santa Claus**

**David A. Skipps Sr.**

**DeJohn Cromer**

**PASSED AND APPROVED** by a duly constituted quorum of the City Council of the City of North Pole, Alaska this 3<sup>rd</sup> day of January 2022.

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

**ATTEST:**

\_\_\_\_\_  
Melissa Dionne, City Clerk

PASSED  
Yes:  
No:  
Absent:

**CITY OF NORTH POLE  
RESOLUTION NO. 22-04**

**A RESOLUTION OF THE CITY OF NORTH POLE, ALASKA TO  
APPROVE THE 2022 CITY OF NORTH POLE COMMITTEES**

**WHEREAS**, the City of North establishes Committees to better consider particular items of business and to make recommendations to the full Council; and

**WHEREAS**, this system reduces the amount of work each councilmember must perform and reduces the length or frequency of full council meetings; and

**WHEREAS**, committees are updated annually and consist of volunteer councilmembers as well as members of the North Pole community, and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of North Pole that it approves the 2022 City of North Pole Committee's that are attached.

**Section 1.** Effective date.

This resolution shall become effective immediately upon City Council approval.

**PASSED** by a duly constituted quorum of the North Pole City Council this 3rd day of January 2022.

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

ATTEST:

\_\_\_\_\_  
Melissa A. Dionne, North Pole City Clerk

PASSED/FAILED

Yes:

No:

Absent:



## 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	
Benjamin Williams	1028 Hertha Turnaround, North Pole	bbc1williams@gmail.com	907-388-5911	

### 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	1/1/21-12/31/24
Denise Taylor	1124 Lake Drive, North Pole		907-488-2422	1/1/20-12/31/23
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	1/1/21-12/31/24

\* 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	sdutra@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	
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	
Anton Keller	508 W. 4th Ave, North Pole	akeller@northpolealaska.org	907-3987-2548	
Santa Claus	PO Box 55122, North Pole	sclaus@northpolealaska.org	907-388-3836	

## 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

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

City of North Pole  
Director of City Services

# Memo

To: City Council  
From: Bill Butler  
Date: December 14, 2021  
Subject: Recommendation to accept Pollen Environmental LLC's 2022 Wastewater and Water Compliance Monitoring professional services proposals

---

## Recommendation

Accept the following Pollen Environmental, LLC laboratory and consulting professional services proposals as follows:

City of North Pole Wastewater Compliance Monitoring 2022 proposal----- \$109,165  
Routine Monitoring and Reporting for North Pole Water Treatment Plant proposal ----- \$17,885

## Background

Pollen Environmental, LLC, a spinoff of NTL Alaska, provides quality and reliable water and wastewater sampling and laboratory services for the City of North Pole. Pollen Environmental annually provides the Utility Department with third-party wastewater and water sampling and laboratory analysis. These third-party services provide a check on the Utility and its dischargers.

The three industrial discharges in North Pole (Marathon, GVEA and Petro Star) reimburse the Utility for the majority of the laboratory and monitoring expenses for wastewater monitoring. The costs are charged back to the industrial discharges because the Utility is only required by the ADEC to perform these laboratory tests and monitoring because the industries discharge to the public wastewater treatment system. The Utility also must conduct laboratory sampling and analysis for its Alaska Pollutant Discharge Elimination System wastewater permit separate from the sampling and laboratory testing associated with the industrial dischargers. These charges are operational expenses and paid from utility customer revenue. The same is true for the water treatment plant sampling and testing. As a licensed public water system (PWS), the ADEC requires routine sampling and monitoring.

Pollen Environmental LLC's 2022 professional service proposals are attached along with side-by-side budget comparisons for 2021 and 2022.

# POLLEN

## ENVIRONMENTAL, LLC

3039 Davis Road Fairbanks, AK 99709 | 907.479.8368 | www.pollenenv.com

### CITY OF NORTH POLE WASTEWATER COMPLIANCE MONITORING 2022 BUDGET SUMMARY

CONP WWTP MONITORING 2022 BUDGET SUMMARY	
Routine Monitoring Personnel Budget	\$17,580.00
Routine Permit-Required Laboratory Analysis Budget	\$9,420.00
IPP Monitoring and Laboratory Analysis Budget	\$71,165.00
Laboratory Contingency	\$10,000.00
Personnel Contingency	\$1,000.00
<b>TOTAL PROPOSED BUDGET:</b>	<b>\$109,165.00</b>

#### ROUTINE MONITORING PERSONNEL ALLOCATIONS:

##### WWTP Sampling, One Week of Each Month:

		Rate	Quantity	Total
Jerod Pollen	hour	165.00	4.0	660.00
Vehicle Mileage	mile	1.00	25.0	25.00
Estimated Monthly Personnel Budget:				\$685.00

##### Project Quality Assurance and Administrative Services:

		Rate	Quantity	Total
Pollen Environmental Lab Supervisor	hour	125.00	1.0	125.00
Tamara Pollen, Administrative	hour	90.00	2.0	180.00
Estimated Monthly Quality Assurance Budget:				\$305.00

##### Discharge Monitoring Reports:

		Rate	Quantity	Total
Jerod Pollen	hour	165.00	2.5	412.50
PE Lab Supervisor QC Review	hour	125.00	0.5	62.50
Estimated DMR Report Budget/Month:				\$475.00

<b>TOTAL ROUTINE MONITORING PERSONNEL BUDGET:</b>	<b>\$17,580.00</b>
---	--------------------

#### ROUTINE PERMIT-REQUIRED MONITORING LABORATORY ANALYSIS:

##### Monthly Regulated Monitoring:

Parameter:	Unit Rate	Quantity	Total
Biological Oxygen Demand (BOD)	75.00	4.0	300.00
Fecal Coliform Bacteria	75.00	2.0	150.00
Total Suspended Solids (TSS)	50.00	4.0	200.00
Estimated Monthly Analysis Budget:			\$650.00
Total Monthly Analysis Budget (12 Months):			\$7,800.00

**Mixing Zone Quality Assurance Monitoring:**

<b>Laboratory Analyses</b>		<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Fecal Coliform	SM9222D	75.00	2.00	150.00
<b>Total, Analyses</b>				<b>\$150.00</b>

<b>Sample Collection and Data Reporting</b>		<b>Unit Rate</b>	<b>Quantity</b>	<b>Amount</b>
Project Management & Sampling, hour		165.00	2.0	330.00
Administrative, Hour		90.00	0.5	45.00
Mileage/mile		1.00	25.0	25.00
<b>Subtotal, Personnel &amp; Materials</b>				<b>\$400.00</b>
<b>Subtotal Mixing Zone Sampling/Event:</b>				<b>\$550.00</b>
<b>Total Annual Mixing Zone Sample (2 Events/Yr):</b>				<b>\$1,100.00</b>

**Quarterly, Bi-Annual, and Annual Quality Assurance Monitoring:**

<b>Parameter*:</b>		<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Total Hardness(CaCO3)		60.00	4.0	240.00
Ammonia (as N)		45.00	4.0	180.00
Oil and Grease		100.00	1.0	100.00
<b>Total Estimated Qtr, Bi-Annual, Annual Analysis Budget</b>				<b>\$520.00</b>

\* Metals and cyanide analysis are completed as part of the POTW sampling program

<b>TOTAL ROUTINE MONITORING ANNUAL LABORATORY ANALYSIS BUDGET:</b>	<b>\$9,420.00</b>
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**IPP MONITORING AND LABORATORY ANALYSIS:****Monthly Quality Assurance Monitoring:**

<b>Parameter:</b>		<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Biological Oxygen Demand (BOD)		75.00	3.0	225.00
BOD/Carbonaceous		100.00	1.0	100.00
Sulfolane		250.00	3.0	750.00
Total Aqueous Hydrocarbons (TAQH)		275.00	2.0	550.00
Total Aromatic Hydrocarbons (TAH)		225.00	2.0	450.00
Travel Blank (TAH)		0.00	2.0	0.00
Total Suspended Solids (TSS)		45.00	3.0	135.00
*Chemical Oxygen Demand (COD)		75.00	14.0 (4 Weeks)	1050.00
*Chemical Oxygen Demand (COD)		75.00	17.0 (5 Weeks)	1275.00
<b>Subtotal Monthly Analysis Budget: 4 Week Months</b>				<b>\$3,260.00</b>
<b>Subtotal Monthly Analysis Budget: 5 Week Months</b>				<b>\$3,485.00</b>
<b>Total Monthly Analysis Budget: 4 Week Months (Jan, Feb, Apr, June, Jul, Sept, Oct, Dec)</b>				<b>8 \$26,080.00</b>
<b>Total Monthly Analysis Budget: 5 Week Months (Mar, May, Aug, Nov)</b>				<b>4 \$13,940.00</b>

**Publicly Owned Treatment Works (POTW) Monitoring:**

<b>Parameter:</b>		<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Metals (As, Cd, Cr, Cu, Pb, Ni, Mo, Se, Ag, Zn)		300.00	6.0	
Mercury		50.00	6.0	
Cyanide		75.00	6.0	
<b>Subtotal, Analyses</b>				<b>\$2,550.00</b>



<b>Sample Collection and Data Reporting</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Amount</b>
Project Management & Sampling, hour	165.00	48.0	7920.00
PE Lab Supervisor QC Review	125.00	1.0	125.00
Administrative, Hour	90.00	0.5	45.00
Mileage/mile	1.00	450.0	450.00
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$8,540.00</b>
<b>Subtotal POTW Monitoring Budget/Event:</b>			<b>\$11,090.00</b>
<b>Total Annual POTW Monitoring Budget (2 Events/Yr):</b>			<b>\$22,180.00</b>

**Reduced Publically Owned Treatment Works (POTW) Monitoring:**

<b>Laboratory Analyses</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Metals (As, Cr, Cu, Ni, Se)	150.00	6.0	
<b>Total, Analyses</b>	<b>150.00</b>	<b>6.0</b>	<b>\$900.00</b>

<b>Sample Collection and Data Reporting</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Amount</b>
Project Management & Sampling, hour	165.00	12.0	1980.00
PE Lab Supervisor QC Review	125.00	1.0	125.00
Administrative, Hour	90.00	0.5	45.00
Mileage/mile	0.90	75.0	67.50
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$2,217.50</b>
<b>Subtotal POTW Monitoring Budget/Event:</b>			<b>\$3,117.50</b>
<b>Total Annual POTW Monitoring Budget (2 Events/Yr):</b>			<b>\$6,235.00</b>

**Biosolids Monitoring:**

<b>Laboratory Analyses</b>	<b>Analysis Method</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Metals (As, Cd, Cr, Cu, Pb, Ni, Mo, K, Se, Ag, Zn)	EPA 6010B	330.00	2.0	
Phosphorous	EPA 365.4	50.00	2.0	
Mercury	EPA 245.1	50.00	2.0	
Total Nitrogen	SM 4500-N	100.00	2.0	
<b>Subtotal, Chemical Analysis:</b>		<b>530.00</b>	<b>2.0</b>	<b>1060.00</b>
<b>Total Solids/ Total Volatile Solids</b>	<b>EPA 160.4</b>	<b>90.00</b>	<b>4.0</b>	<b>360.00</b>
<b>Subtotal, Analyses</b>				<b>\$ 1,420.00</b>

<b>Data Reporting</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Amount</b>
Project Management & Sampling, hour	165.00	6.0	990.00
PE Lab Supervisor QC Review	125.00	2.0	250.00
Administrative, Hour	90.00	0.5	45.00
Vehicle (mile)	1.00	25.0	25.00
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$1,310.00</b>
<b>Total Biosolids Monitoring Budget:</b>			<b>\$2,730.00</b>

<b>TOTAL ANNUAL IPP MONITORING AND LABORATORY ANALYSIS BUDGET*:</b>	<b>\$71,165.00</b>
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\* All IPP Monitoring is billed to the Significant Industrial Users under the CONP Industrial Pretreatment Program.

## Routine Sampling Wastewater Treatment Plant: 2021 compared to 2022

WWTP MONITORING 2022 BUDGET SUMMARY	2021	2022	Difference
Routine Monitoring Personnel Budget	\$16,800	\$17,580	\$780 *
Routine Permit-Required Laboratory Analysis Budget	\$7,895	\$9,420	\$1,525 ^
IPP Monitoring and Laboratory Analysis Budget	\$65,991	\$71,165	\$5,174 @
Laboratory Contingency	\$10,000	\$10,000	\$0
Personnel Contingency	\$1,000	\$1,000	\$0
<b>Total proposed budget</b>	<b>\$101,686</b>	<b>\$109,165</b>	<b>\$7,479</b>

\* Monthly sampling

^ Mixture of monthly and bi-annual sampling.

@ IPP sampling occurs bi-annual and charged directly to industrial customers.

# POLLEN

## ENVIRONMENTAL, LLC

3039 Davis Road Fairbanks, AK 99709 | 907.479.8368 | [www.pollenenv.com](http://www.pollenenv.com)

December 7, 2021

Bill Butler

Director of City Services

City of North Pole

RE: Routine Monitoring and Reporting for North Pole Water Treatment Plant

Thank you for the opportunity to provide sampling and analytical testing services for the City of North Pole (CONP) Water Treatment Plant. Listed below is a full breakdown of pricing for the routine monthly sampling, annual samples and the ADEC required biannual monitoring for PFAS and Sulfolane. A contingency has been included in case additional samples are performed.

Item	Unit Rate	Quantity	Total
<b>Routine Monthly Monitoring:</b>			
Total Coliform	\$55.00	7	\$385.00
Metals (Ca, Fe, Mn)	\$30.00	3	\$90.00
Total for Routine Monthly Monitoring:	\$475.00	12 months	\$5,700.00
<b>2022 Annual PWS Monitoring:</b>			
Nitrate (Annual)	\$45.00	1	\$45.00
VOC (Due 2022)	\$225.00	1	\$225.00
Arsenic (Due 2022)	\$35.00	1	\$35.00
Inorganics (Due 2022)	\$400.00	1	\$400.00
Gross Alpha (Due 2022-2025)	\$80.00	1	\$80.00
Radium 226/228 (Due 2022-2025)	\$240.00	1	\$240.00
Lead and Copper	\$60.00	40	\$2,400.00
Total for Annual PWS Monitoring:			\$3,425.00
<b>Biannual PFAS and Sulfolane Monitoring:</b>			
PFAS by EPA 537	\$475.00	2	\$950.00
Sulfolane	\$250.00	7	\$1,750.00
Vehicle/Sampling Materials Charges	\$100.00	1	\$100.00
Project Sampling/Coordination (Jerry Pollen)	\$165.00/hour	2 hours	\$330.00
Total for Biannual Monitoring:	\$3,130.00	2 events	\$6,260.00
Laboratory Contingency:			\$2,500.00
<b>Total budget for 2022 CONP PWS Monitoring:</b>			<b>\$17,885.00</b>

Thank you for the opportunity to continue to provide our services to the City.



Jerry Pollen President,  
Pollen Environmental, LLC

Accuracy, Precision, and Professional Service

## Routine Sampling Water Treatment Plant: 2021 compared to 2022

Routine Monthly Monitoring	2021	Routine Monthly Monitoring	2022	Difference
Total Coliform	\$240	Total Coliform	\$385	\$145
Metals (Ca, Fe, Mn)	\$81	Metals (Ca, Fe, Mn)	\$90	\$9
<b>Total for Routine Monthly Monitoring</b>	<b>\$3,852</b>	<b>Total for Routine Monthly Monitoring</b>	<b>\$5,700</b>	<b>\$1,848</b>
<b>2021 Annual PWS Monitoring</b>				
VOC (Due 2021-2022)	\$225	VOC (Due 2022)	\$225	\$0
Nitrate (Annual)	\$40	Nitrate (Annual)	\$45	\$5
		Arsenic (Due 2022)	\$35	\$35
		Inorganics (Due 2022)	\$400	\$400
Gross Alpha (Due 2021-2025)	\$75	Gross Alpha (Due 2022-2025)	\$80	\$5
Radium 226/228 (Due 2021-2025)	\$198	Radium 226/228 (Due 2022-2025)	\$240	\$42
Lead and Copper	\$2,000	Lead and Copper	\$2,400	\$400
<b>Total for Annual PWS Monitoring</b>	<b>\$2,538</b>	<b>Total for Annual PWS Monitoring</b>	<b>\$3,425</b>	<b>\$887</b>
<b>Biannual PFAS and Sulfolane</b>				
PFAS by EPA 537	\$970	PFAS by EPA 537	\$950	-\$20
Sulfolane	\$1,750	Sulfolane	\$1,750	\$0
Vehicle/Sampling Materials Charges	\$100	Vehicle/Sampling Materials Charges	\$100	\$0
Project Sampling/Coordination (Jerry	\$310	Project Sampling/Coordination (Jerry Pollen	\$330	\$20
<b>Total for Biannual Monitoring</b>	<b>\$6,260</b>	<b>Total for Biannual Monitoring:</b>	<b>\$6,260</b>	<b>\$0</b>
<b>Laboratory Contingency</b>	<b>\$2,500</b>	<b>Laboratory Contingency</b>	<b>\$2,500</b>	<b>\$0</b>
<b>Total 2021 PWS Monitoring</b>	<b>\$15,150</b>	<b>Total PWS Monitoring:</b>	<b>\$17,885</b>	<b>\$2,735</b>

\* Frequency increased

^ 12 sampling events  
@ Monitoring conducted twice



## **North Pole Police Department**

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



December 16, 2021

To: North Pole City Council

Re: Tuition Reimbursement \$3,496.00

To: North Pole City Council:

I would like to ask that the council approve Alison Trubacz' s tuition reimbursement for her Fall 2021 Semester. Each of the classes she has taken will help her immensely in her current position and will help the city of North Pole in the long run. I am thankful she has decided to seek her degree and I encourage her to continue to improve her skills.

There are sufficient funds in this year's budget to pay for this.

Thank you

Chief Steve Dutra



## North Pole Police Department



# MEMORANDUM

December 14, 2021

**To:** Chief Steve Dutra  
**CC:** North Pole City Council  
**From:** Alison Trubacz  
**Re:** Fall 2021 Tuition Reimbursement

Chief Dutra,

This Memo is regarding tuition reimbursement for classes that I took during the Fall 2021 semester at The University of Alaska Fairbanks. My grades for my classes can be seen below, as well as on the attached transcript from UAF.

Precalculus for Business (MATH F122x) - **B**  
Cybersecurity in the 21<sup>st</sup> Century (HSEM F415) - **A**  
Biology and Society (BIOL F103x) - **A**  
Advanced Excel (AIS F324) - **A**  
Advertising, Sales, and Promotion (BA F241) - **B**

All these courses were required for my degree in Business Administration. I also believe I learned some valuable things in each class that will help me in my current position.

In precalculus, I learned accounting and business specific math formulas that can help me when going over the budget. My cybersecurity class taught me how important it is to be cautious about what you look at/open at your place of work and how to protect large systems from cyber hacks. In Advanced Excel, I learned a lot of new excel formulas that will help me when using excel for things such as statistics, in fact I have already put these to use in my position. Advertising, sales, and promotion will help me when it comes to promoting products for our Reserves store and using social media to better reach target markets.

My biology class was not directly related to Business Administration, it was my last general education requirement that I needed for my degree. While the subject was not related, we did have to give a large PowerPoint presentation and I believe I learned some things regarding presenting that may help me if I ever need to present something for NPPD.

Thank you,

  
Alison Trubacz



# Memo



**To:** Chief Dutra  
**From:** Alison Trubacz  
**Date:** August 16, 2021  
**Re:** Fall Tuition Classes 2021

---

Chief Dutra,

This memo is regarding tuition reimbursement for classes I intend to take this Fall 2021 semester at the University of Alaska Fairbanks. My classes include:

- MATH F122x – Precalculus for Business
- HSEM F415 - Cybersecurity in the 21st Century: Technology and Ethics
- BIOL F103x – Biology and Society
- AIS F324 – Advanced Excel
- BA F241 – Advertising, Sale, and Promotion

All of these classes are required for me to achieve my degree in Business Administration. Getting my degree, and taking these classes will help me be more successful in my position as Administrative Assistant. BIOL F103x is not directly related to Business Administration but is a general education requirement for UAF. All of my classes are web based and will not take me away from work at any time. The total amount I am requesting for reimbursement is \$3,496.00. Please let me know if you have any questions.

Thank you,

  
Alison Trubacz





# CITY OF NORTH POLE *Alaska*

## City of North Pole Tuition Reimbursement Agreement

### 2.36.231 Tuition reimbursements.

A. An employee who registers for course work to be taken on personal time that is considered to be of benefit to the City may be reimbursed up to one hundred percent of the tuition expense. In order to be considered for reimbursement, the employee must, prior to enrollment, receive department head approval and submit a tuition reimbursement agreement obtained by Human Resources that explains how the course will be of mutual benefit to the City and the employee and that funds are available in the department's budget. Pre-approval by the City Council is required on all tuition reimbursements.

B. Upon completion of the course, the employee shall submit evidence of successful completion and a brief written summary of the outcome of the course to their respective department head who will verify and issue the reimbursement. A copy of the transcript must be attached to the tuition reimbursement request. The employee shall sign an agreement that the tuition will be returned to the City if the employee leaves City employment within twelve months from date of completion of the course. (Ord. 16-07 § 2, 2016; Ord. 02-01 § 2, 2002; Ord. 00-04 § 2, 2000)

Department:

Police

Employee Name:

Alison Trubacz

Date of request:

8/16/21

Course Work Desired:

Math F122X, HSEM F415, BIOL F103X, AIS F32Y,  
BIA F241

Education Institution:

UAF

Course Dates:

8/23/21 - 12/11/21

Cost of Course work:

\$ 4848.00

## **Departmental Approval**

This course is deemed beneficial to the City of North Pole and the employee and funds are available in the department's budget.

Department Head Signature: \_\_\_\_\_

Date: 8-18-21

## **City Council Approval**

This agreement was approved by the City Council on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_: (Minutes attached)

City Clerk Attest: \_\_\_\_\_

Seal

The employee agrees that the tuition will be returned to the city if he/she leaves city employment within twelve months from date of completion of the course.



Upon completion of the course, the employee shall furnish evidence of successful completion and a brief written summary of the outcome of the course to their respective department head who will verify and issue the reimbursement. A copy of the transcript must be attached to the Tuition Reimbursement Request.

Employee Signature: \_\_\_\_\_

Dept Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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 Alison  Trubacz  
Aug 19, 2021 09:12 am

# Account Detail for Term



Your current 1098T delivery option is electronic only. [Click here to change your option.](#)



Review detail transactions on your account, including current and future balances for the selected term and other terms. Refer to your campus calendar for payment and other deadlines. If you have any questions, please contact your Office of the Bursar/Office of Student Accounts.

## **Additional charges that can be added to your bill.**

If you would like to add charges to your account before making payment, click on the appropriate link:

UAF Fairbanks Students: [Parking, Post Office Box](#)   UAA Anchorage Students: [Parking](#)

All Students: There are various charges that may be added to your bill – book loans, insurance, etc. Be certain to pay all charges on time.

## **Payment Plan Information**

To enroll in a payment plan, [select Pay Now](#).

For more information about payment plans, click on the campus where you are admitted.

[UAA Campus Payment Plans](#)  
[Payment Plans](#)

[UAF Campus Payment Plans](#)

[UAS Campus](#)

**Click “Pay Now” button to open the secure Payment System website.**

- Make your payment via a credit/debit card or e-check payment.
- Enroll in a Payment Plan that allows you to break your bill into smaller payments.
- Establish (or update) an Authorized User who can make payments on your account.
- Add a preferred email for communication about payments under Personal Profile.

Log-out and close the Payment System window before returning to UAOnline.

\* ☐ By checking this box, you acknowledge you have read and agree to the following refund policy: Refunds are processed in accordance with approved schedules for dropping or withdrawing from courses. Please consult your local campus for the current schedule. Refunds are also processed for credit balances on accounts, net of any amounts owed to the university. If a refund is due, payments

made to the university by credit card will generally be credited back to the card up to the amount of the charge, subject to any applicable laws, regulations or agreements. Individuals paying with gift card or prepaid card should retain the card to preserve the ability to credit such card.

**You must acknowledge the above before proceeding.**

**PAY NOW**

## 202103 Fall Semester 2021 Term Detail

Detail Code	Description	Charge	Payment	Balance
6ATL	SOM/eC Lower Tuition	\$702.00		
6ATU	SOM/eC Upper Tuition	\$289.00		
6CFF	eC Facilities Fee	\$66.00		
6HMU	SOM/eC/HSEM Upper Tuition	\$867.00		
6NC	eC Ntwrk Chg	\$111.00		
6SMU	SOM/eC Upper Surchg	\$288.00		
6ZTL	CNSM/eC Lower Tuition	\$936.00		
FBWF	BIOL/WLF OTO Sem	\$50.00		
FCFF	UAF Facilities Fee	\$18.00		
FFCF	Fairbanks Consolidated Fee	\$742.00		
FNC	UA Network Charge-F	\$27.00		
FUOL	Math/Stat OTO Sem	\$50.00		
FYTL	CNSM Lower Level Tuition	\$702.00		
<b>Net Term Balance</b>				\$4,848.00
<b>Net Balance for Other Terms:</b>				\$0.00
<b>Account Balance:</b>				\$4,848.00
<b>Current Amount Due:</b>				\$4,848.00



The **Current Amount Due** balance may include charges for a prior term(s) which may have different payment deadlines. Please query the prior term.

No Authorized Financial Aid exists on your record for the selected term.



## Authorized Financial Aid as of Aug 25, 2021

**Account Balance net of Authorized Financial Aid:** \$4,848.00

**Current Due net of Authorized Financial Aid:** \$4,848.00

---

### **RELEASE: 8.7.1**

The University of Alaska is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual. Learn more about UA's notice of nondiscrimination.

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# Final Grades

Alison Trubacz  
Fall Semester 2021  
Dec 15, 2021 08:33 am

## Student Information

### Current Program

Bachelor of Business Admin.

**Level:** Undergraduate - UAF

**Program:** UAF Coll of Bus & Sec Mgt BBA

**Admit Term:** Summer Semester 2015

**Admit Type:** Continuing Enrollment

**Catalog Term:** Fall Semester 2018

**College:** UAF Coll of Bus & Security Mgt

**Campus:** UAF - Fairbanks Campus

**Major and Department:** Business Administration, Business Administration

**Major Concentration:** General Business

**Academic Standing:**

## Undergraduate - UAF Course work

CRN	Subject	Course	Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA Hours	Quality Points
73748	AIIS	F324	UX1	Advanced MS Excel	UAF - eCampus	A	1.000	1.000	1.000	4.00
74561	BA	F241	UX1	Advertising, Sales and Promotion	UAF - eCampus	B	3.000	3.000	3.000	9.00
75631	BIOL	F103X	UX2	Biology and Society	UAF - eCampus	A	4.000	4.000	4.000	16.00

74020	HSEM	F415	UX1	Cybersecurity In the 21st Century: Technology and Ethics	UAF - eCampus	A	3.000	3.000	3.000	12.00
73240	MATH	F122X	FXA	Essential Precalculus with Applications	UAF - Fairbanks Campus	B	3.000	3.000	3.000	9.00

## Undergraduate - UAF Summary

	Attempted	Earned	<u>GPA</u> Hours	Quality Points	<u>GPA</u>
<b>Current Term:</b>	8.000	8.000	8.000	29.00	3.62
<b>Cumulative:</b>	135.000	94.000	97.000	305.60	3.15
<b>Transfer:</b>	0.000	3.000	0.000	0.00	0.00
<b>Overall:</b>	135.000	97.000	97.000	305.60	3.15

Select Another Term

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### RELEASE: 8.7.1

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December 22, 2021

Dear North Pole City Council and Mayor,

Please acknowledge my resignation from the North Pole City Council, effective December 31, 2021. I can only say I've never been more disappointed in the performance of the North Pole City Council and the Mayor than I have been over this last two years. In good conscience I am no longer able to sit on this Council. I stayed long enough to ensure the City of North Pole employee's interests and security were protected, which is the main reason I was asked and agreed to come back to the Council. I have served long enough.

Respectfully,

Thomas R. McGhee