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 prior to 1:00 p.m. the day of the meeting. Please
indicate which agenda item you are providing written testimony for. Examples: Ordinance or Resolution
number, agenda item#, or description of subject.

To sign-up for telephonic testimony call the Clerk’s Office at 488-8583 or email MDionne@northpolealaska.org
prior to 1:00 p.m. the day of the meeting. Please indicate that you wished to be called, for what item you will
provide testimony on, and what number you can be reached at.
Council Meetings are aired live via audio streaming from the City’s website at

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 Skipps

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:
   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

Minutes
December 13, 2021

NOT A VERBATIM TRANSCRIPT
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 timesheet 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 training.

ON GOING PROJECTS
Committee Sign Ups
- Bed Tax Committee Awards
  - The Bed Tax Committee met November 30th 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 years 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 KNP 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 KNP 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 21st for the special meeting.

The Council also agreed to add the Bed Tax Distribution Resolution to the special meeting agenda.

2022 Committee Sign Ups
o The Council reviewed the current members of the committees.
o Mr. McGhee volunteered to be the 2nd Borough representative.
o 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:

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 Skipps

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, Skipps, Welch
No: 0
Late: Cromer

Minutes
December 22, 2021
NOT A VERBATIM TRANSCRIPT
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, Inc. 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:

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.

ATTEST:

Michael W. Welch, Mayor

Melissa A. Dionne, North Pole City Clerk
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**

<table>
<thead>
<tr>
<th>PHASE</th>
<th>FFY</th>
<th>ESTIMATED PHASE NEEDS (TOTAL $)</th>
<th>9.03% MATCH REQUIRED</th>
<th>15% MATCH CONTINGENCY REQUIRED</th>
<th>TOTAL MATCH CONTRIBUTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>22</td>
<td>$548,000</td>
<td>$49,484</td>
<td>$7,423</td>
<td>$56,907</td>
</tr>
</tbody>
</table>

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

Michael Welch, Mayor  
City of North Pole

"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.

ATTEST:

Michael W. Welch, Mayor

Melissa A. Dionne, North Pole City Clerk
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:

<table>
<thead>
<tr>
<th>PHASE</th>
<th>FFY</th>
<th>ESTIMATED PHASE NEEDS (TOTAL $)</th>
<th>9.03% MATCH REQUIRED</th>
<th>MATCH CONTINGENCY REQUIRED*</th>
<th>TOTAL MATCH CONTRIBUTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>22</td>
<td>$1,685,586</td>
<td>$152,208</td>
<td>$22,831</td>
<td>$175,040</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$1,685,586</td>
<td>$152,208</td>
<td>$22,831</td>
<td>$175,040</td>
</tr>
</tbody>
</table>

* 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.

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 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 3rd 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.

ATTEST:

Michael W. Welch, Mayor

Melissa A. Dionne, North Pole City
Clerk

PASSED/FAILED
Yes:
No:
Absent:
# City of North Pole
## 2022 Committee's

### Festival
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Welch</td>
<td>125 Snowman Lane, North Pole</td>
<td><a href="mailto:mwelch@northpolealaska.org">mwelch@northpolealaska.org</a></td>
<td>907-488-8584</td>
</tr>
<tr>
<td>Jennifer Hughes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Larnetta Skipps</td>
<td>2729 Perimeter Dr., North Pole</td>
<td><a href="mailto:larnetiaskipps@gmail.com">larnetiaskipps@gmail.com</a></td>
<td>907-378-6635</td>
</tr>
<tr>
<td>Aino Welch</td>
<td>934 Les Rogers Turnaround, North Pole</td>
<td><a href="mailto:awelch@northpolealaska.org">awelch@northpolealaska.org</a></td>
<td>907-488-5834</td>
</tr>
<tr>
<td>Benjamin Williams</td>
<td>1028 Hertha Turnaround, North Pole</td>
<td><a href="mailto:bbc1williams@gmail.com">bbc1williams@gmail.com</a></td>
<td>907-388-5911</td>
</tr>
</tbody>
</table>

### Bed Tax
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Welch</td>
<td>125 Snowman Lane, North Pole</td>
<td><a href="mailto:mwelch@northpolealaska.org">mwelch@northpolealaska.org</a></td>
<td>907-488-8584</td>
</tr>
<tr>
<td>Larnetta Skipps</td>
<td>2729 Perimeter Dr., North Pole</td>
<td><a href="mailto:larnetiaskipps@gmail.com">larnetiaskipps@gmail.com</a></td>
<td>907-378-6635</td>
</tr>
<tr>
<td>Jeff Jacobson</td>
<td>PO Box 57033, North Pole</td>
<td><a href="mailto:jjacobson57@gmail.com">jjacobson57@gmail.com</a></td>
<td>907-460-7733</td>
</tr>
<tr>
<td>Wanda Adlesperger</td>
<td>449 North Santa Claus Lane, North Pole</td>
<td><a href="mailto:info@hotelnorthpole.com">info@hotelnorthpole.com</a></td>
<td>907-488-4800</td>
</tr>
<tr>
<td>David Skipps</td>
<td>2729 Perimeter Dr., North Pole</td>
<td><a href="mailto:dskips@northpolealaska.org">dskips@northpolealaska.org</a></td>
<td>907-750-5106</td>
</tr>
<tr>
<td>Aino Welch</td>
<td>934 Les Rogers Turnaround, North Pole</td>
<td><a href="mailto:awelch@northpolealaska.org">awelch@northpolealaska.org</a></td>
<td>907-488-5834</td>
</tr>
<tr>
<td>Anton Keller</td>
<td>508 W. 4th Ave, North Pole</td>
<td><a href="mailto:akeller@northpolealaska.org">akeller@northpolealaska.org</a></td>
<td>907-3987-2548</td>
</tr>
</tbody>
</table>

### Ethics
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Email</th>
<th>Phone</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doug Issacson</td>
<td></td>
<td></td>
<td>907-322-3133</td>
<td>1/1/21-12/31/24</td>
</tr>
<tr>
<td>Denise Taylor</td>
<td>1124 Lake Drive, North Pole</td>
<td></td>
<td>907-488-2422</td>
<td>1/1/20-12/31/23</td>
</tr>
<tr>
<td>David Wilson</td>
<td>905 Rogers Turnaround, North Pole</td>
<td><a href="mailto:dvdwlsn32@gmail.com">dvdwlsn32@gmail.com</a></td>
<td>907-347-1660</td>
<td>1/1/20-12/31/22</td>
</tr>
<tr>
<td>Benjamin Williams</td>
<td>1028 Hertha Turnaround, North Pole</td>
<td><a href="mailto:bbc1williams@gmail.com">bbc1williams@gmail.com</a></td>
<td>907-388-5911</td>
<td>1/1/20-12/31/22</td>
</tr>
<tr>
<td>Jeff Jacobson</td>
<td>PO Box 57033, North Pole</td>
<td><a href="mailto:jjacobson57@gmail.com">jjacobson57@gmail.com</a></td>
<td>907-460-7733</td>
<td>1/1/21-12/31/24</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Welch</td>
<td>125 Snowman Lane, North Pole</td>
<td><a href="mailto:mwelch@northpolealaska.org">mwelch@northpolealaska.org</a></td>
<td>907-488-8584</td>
</tr>
<tr>
<td>Chief Dutra</td>
<td>125 Snowman Lane, North Pole</td>
<td><a href="mailto:sdutra@northpolepolice.org">sdutra@northpolepolice.org</a></td>
<td>907-488-8456</td>
</tr>
<tr>
<td>Chief Heineken</td>
<td>110 Lewis St, North Pole</td>
<td><a href="mailto:cheineken@northpolefire.org">cheineken@northpolefire.org</a></td>
<td>907-488-0444</td>
</tr>
</tbody>
</table>

## Code Violations

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Welch</td>
<td>125 Snowman Lane, North Pole</td>
<td><a href="mailto:mwelch@northpolealaska.org">mwelch@northpolealaska.org</a></td>
<td>907-488-8584</td>
</tr>
<tr>
<td>David Skipps</td>
<td>2729 Perimeter Dr, North Pole</td>
<td><a href="mailto:dskipps@northpolealaska.org">dskipps@northpolealaska.org</a></td>
<td>907-750-5106</td>
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## Economic Development

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Welch</td>
<td>125 Snowman Lane, North Pole</td>
<td><a href="mailto:mwelch@northpolealaska.org">mwelch@northpolealaska.org</a></td>
<td>907-488-8584</td>
</tr>
<tr>
<td>Anton Keller</td>
<td>508 W. 4th Ave, North Pole</td>
<td><a href="mailto:akeller@northpolealaska.org">akeller@northpolealaska.org</a></td>
<td>907-3987-2548</td>
</tr>
<tr>
<td>Santa Claus</td>
<td>PO Box 55122, North Pole</td>
<td><a href="mailto:sclauss@northpolealaska.org">sclauss@northpolealaska.org</a></td>
<td>907-388-3836</td>
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</tbody>
</table>

## Borough Rep.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aino Welch</td>
<td>125 Snowman Lane, North Pole</td>
<td><a href="mailto:awelch@northpolealaska.org">awelch@northpolealaska.org</a></td>
<td>907-488-5834</td>
</tr>
</tbody>
</table>

* Committee terms are 1/1/22 to 12/31/22 unless otherwise noted
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.
CITY OF NORTH POLE WASTEWATER COMPLIANCE MONITORING
2022 BUDGET SUMMARY

<table>
<thead>
<tr>
<th>COMPO WWTP MONITORING 2022 BUDGET SUMMARY</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Routine Monitoring Personnel Budget</td>
<td>$17,580.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Routine Permit-Required Laboratory Analysis Budget</td>
<td>$9,420.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IPP Monitoring and Laboratory Analysis Budget</td>
<td>$71,165.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Contingency</td>
<td>$10,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Contingency</td>
<td>$1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL PROPOSED BUDGET:</td>
<td>$109,165.00</td>
<td></td>
<td></td>
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</tbody>
</table>

ROUTINE MONITORING PERSONNEL ALLOCATIONS:

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

<table>
<thead>
<tr>
<th>Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerod Pollen</td>
<td>hour</td>
<td>165.00</td>
</tr>
<tr>
<td>Vehicle Mileage</td>
<td>mile</td>
<td>1.00</td>
</tr>
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</table>

Estimated Monthly Personnel Budget: $685.00

**Project Quality Assurance and Administrative Services:**

<table>
<thead>
<tr>
<th>Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pollen Environmental Lab Supervisor</td>
<td>hour</td>
<td>125.00</td>
</tr>
<tr>
<td>Tamara Pollen, Administrative</td>
<td>hour</td>
<td>90.00</td>
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Estimated Monthly Quality Assurance Budget: $305.00

**Discharge Monitoring Reports:**

<table>
<thead>
<tr>
<th>Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerod Pollen</td>
<td>hour</td>
<td>165.00</td>
</tr>
<tr>
<td>PE Lab Supervisor QC Review</td>
<td>hour</td>
<td>125.00</td>
</tr>
</tbody>
</table>

Estimated DMR Report Budget/Month: $475.00

**TOTAL ROUTINE MONITORING PERSONNEL BUDGET:** $17,580.00

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

**Monthly Regulated Monitoring:**

<table>
<thead>
<tr>
<th>Parameter:</th>
<th>Unit Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Oxygen Demand (BOD)</td>
<td>75.00</td>
<td>4.0</td>
<td>300.00</td>
</tr>
<tr>
<td>Fecal Coliform Bacteria</td>
<td>75.00</td>
<td>2.0</td>
<td>150.00</td>
</tr>
<tr>
<td>Total Suspended Solids (TSS)</td>
<td>50.00</td>
<td>4.0</td>
<td>200.00</td>
</tr>
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</table>

Estimated Monthly Analysis Budget: $650.00

Total Monthly Analysis Budget (12 Months): $7,800.00
### Mixing Zone Quality Assurance Monitoring:

<table>
<thead>
<tr>
<th>Laboratory Analyses</th>
<th>Unit Rate</th>
<th>Quantity</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Fecal Coliform SM9222D</td>
<td>75.00</td>
<td>2.0</td>
<td>150.00</td>
</tr>
<tr>
<td>Total, Analyses</td>
<td></td>
<td></td>
<td>$150.00</td>
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</tbody>
</table>

#### Sample Collection and Data Reporting

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

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

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

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

### TOTAL ROUTINE MONITORING ANNUAL LABORATORY ANALYSIS BUDGET:

$9,420.00

### IPP Monitoring and Laboratory Analysis:

#### Monthly Quality Assurance Monitoring:

<table>
<thead>
<tr>
<th>Parameter:</th>
<th>Unit Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Oxygen Demand (BOD)</td>
<td>75.00</td>
<td>3.0</td>
<td>225.00</td>
</tr>
<tr>
<td>BOD/Carbonaceous</td>
<td>100.00</td>
<td>1.0</td>
<td>100.00</td>
</tr>
<tr>
<td>Sulfolane</td>
<td>250.00</td>
<td>3.0</td>
<td>750.00</td>
</tr>
<tr>
<td>Total Aqueous Hydrocarbons (TAqH)</td>
<td>275.00</td>
<td>2.0</td>
<td>550.00</td>
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<tr>
<td>Total Aromatic Hydrocarbons (TAH)</td>
<td>225.00</td>
<td>2.0</td>
<td>450.00</td>
</tr>
<tr>
<td>Travel Blank (TAH)</td>
<td>0.00</td>
<td>2.0</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Suspended Solids (TSS)</td>
<td>45.00</td>
<td>3.0</td>
<td>135.00</td>
</tr>
<tr>
<td>*Chemical Oxygen Demand (COD)</td>
<td>75.00</td>
<td>14.0 (4 Weeks)</td>
<td>1,050.00</td>
</tr>
<tr>
<td>*Chemical Oxygen Demand (COD)</td>
<td>75.00</td>
<td>17.0 (5 Weeks)</td>
<td>1,275.00</td>
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<tr>
<td>Subtotal Monthly Analysis Budget: 4 Week Months</td>
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<td></td>
<td>$3,260.00</td>
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<tr>
<td>Subtotal Monthly Analysis Budget: 5 Week Months</td>
<td></td>
<td></td>
<td>$3,485.00</td>
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<tr>
<td>Total Monthly Analysis Budget: 4 Week Months (Jan, Feb, Apr, June, Jul, Sept, Oct, Dec)</td>
<td>8</td>
<td></td>
<td>$26,080.00</td>
</tr>
<tr>
<td>Total Monthly Analysis Budget: 5 Week Months (Mar, May, Aug, Nov)</td>
<td>4</td>
<td></td>
<td>$13,940.00</td>
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</table>

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

<table>
<thead>
<tr>
<th>Parameter:</th>
<th>Unit Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metals (As, Cd, Cr, Cu, Pb, Ni, Mo, Se, Ag, Zn)</td>
<td>300.00</td>
<td>6.0</td>
<td></td>
</tr>
<tr>
<td>Mercury</td>
<td>50.00</td>
<td>6.0</td>
<td></td>
</tr>
<tr>
<td>Cyanide</td>
<td>75.00</td>
<td>6.0</td>
<td></td>
</tr>
<tr>
<td>Subtotal, Analyses</td>
<td>425.00</td>
<td>6.0</td>
<td>$2,550.00</td>
</tr>
<tr>
<td>Sample Collection and Data Reporting</td>
<td>Unit Rate</td>
<td>Quantity</td>
<td>Amount</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td>Project Management &amp; Sampling, hour</td>
<td>165.00</td>
<td>48.0</td>
<td>7920.00</td>
</tr>
<tr>
<td>PE Lab Supervisor QC Review</td>
<td>125.00</td>
<td>1.0</td>
<td>125.00</td>
</tr>
<tr>
<td>Administrative, Hour</td>
<td>90.00</td>
<td>0.5</td>
<td>45.00</td>
</tr>
<tr>
<td>Mileage/mile</td>
<td>1.00</td>
<td>450.0</td>
<td>450.0</td>
</tr>
<tr>
<td><strong>Subtotal, Personnel &amp; Materials</strong></td>
<td></td>
<td></td>
<td><strong>$8,540.00</strong></td>
</tr>
<tr>
<td><strong>Subtotal POTW Monitoring, Budget/Event:</strong></td>
<td></td>
<td></td>
<td><strong>$11,090.00</strong></td>
</tr>
<tr>
<td><strong>Total Annual POTW Monitoring Budget (2 Events/Yr):</strong></td>
<td></td>
<td></td>
<td><strong>$22,180.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reduced Publicly Owned Treatment Works (POTW) Monitoring:</th>
<th>Unit Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Analyses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metals (As, Cr, Cu, Ni, Se)</td>
<td>150.00</td>
<td>6.0</td>
<td><strong>$900.00</strong></td>
</tr>
<tr>
<td><strong>Total, Analyses</strong></td>
<td>150.00</td>
<td>6.0</td>
<td><strong>$900.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sample Collection and Data Reporting</th>
<th>Unit Rate</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management &amp; Sampling, hour</td>
<td>165.00</td>
<td>12.0</td>
<td>1980.00</td>
</tr>
<tr>
<td>PE Lab Supervisor QC Review</td>
<td>125.00</td>
<td>1.0</td>
<td>125.00</td>
</tr>
<tr>
<td>Administrative, Hour</td>
<td>90.00</td>
<td>0.5</td>
<td>45.00</td>
</tr>
<tr>
<td>Mileage/mile</td>
<td>0.90</td>
<td>75.0</td>
<td>67.50</td>
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<tr>
<td><strong>Subtotal, Personnel &amp; Materials</strong></td>
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<tr>
<td><strong>Subtotal POTW Monitoring, Budget/Event:</strong></td>
<td></td>
<td></td>
<td><strong>$3,117.50</strong></td>
</tr>
<tr>
<td><strong>Total Annual POTW Monitoring Budget (2 Events/Yr):</strong></td>
<td></td>
<td></td>
<td><strong>$6,235.00</strong></td>
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<table>
<thead>
<tr>
<th>Biosolids Monitoring:</th>
<th>Analysis Method</th>
<th>Unit Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Analyses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metals (As, Cd, Cr, Cu, Pb, Ni, Mo, K, Se, Ag, Zn)</td>
<td>EPA 6010B</td>
<td>330.00</td>
<td>2.0</td>
<td>660.00</td>
</tr>
<tr>
<td>Phosphorous</td>
<td>EPA 365.4</td>
<td>50.00</td>
<td>2.0</td>
<td>100.00</td>
</tr>
<tr>
<td>Mercury</td>
<td>EPA 245.1</td>
<td>50.00</td>
<td>2.0</td>
<td>100.00</td>
</tr>
<tr>
<td>Total Nitrogen</td>
<td>SM 4500-N</td>
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<td>200.00</td>
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<tr>
<td><strong>Total Solids/ Total Volatile Solids</strong></td>
<td>EPA 160.4</td>
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<td></td>
<td><strong>$1,420.00</strong></td>
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<table>
<thead>
<tr>
<th>Data Reporting</th>
<th>Unit Rate</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management &amp; Sampling, hour</td>
<td>165.00</td>
<td>6.0</td>
<td>990.00</td>
</tr>
<tr>
<td>PE Lab Supervisor QC Review</td>
<td>125.00</td>
<td>2.0</td>
<td>250.00</td>
</tr>
<tr>
<td>Administrative, Hour</td>
<td>90.00</td>
<td>0.5</td>
<td>45.00</td>
</tr>
<tr>
<td>Vehicle (mile)</td>
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<td>25.00</td>
</tr>
<tr>
<td><strong>Subtotal, Personnel &amp; Materials</strong></td>
<td></td>
<td></td>
<td><strong>$1,310.00</strong></td>
</tr>
<tr>
<td><strong>Total Biosolids Monitoring Budget:</strong></td>
<td></td>
<td></td>
<td><strong>$2,730.00</strong></td>
</tr>
</tbody>
</table>

**TOTAL ANNUAL IPP MONITORING AND LABORATORY ANALYSIS BUDGET**: **$71,165.00**

* 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

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

* Monthly sampling

^ Mixture of monthly and bi-annual sampling.

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

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

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

<table>
<thead>
<tr>
<th>Routine Monthly Monitoring</th>
<th>2021</th>
<th>Routine Monthly Monitoring</th>
<th>2022</th>
<th>Difference</th>
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</thead>
<tbody>
<tr>
<td>Total Coliform</td>
<td>$240</td>
<td>Total Coliform</td>
<td>$385</td>
<td>$145</td>
</tr>
<tr>
<td>Metals (Ca, Fe, Mn)</td>
<td>$81</td>
<td>Metals (Ca, Fe, Mn)</td>
<td>$90</td>
<td>$9</td>
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<tr>
<td><strong>Total for Routine Monthly Monitoring</strong></td>
<td><strong>$3,852</strong></td>
<td><strong>Total for Routine Monthly Monitoring</strong></td>
<td><strong>$5,700</strong></td>
<td><strong>$1,848</strong></td>
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</tbody>
</table>

**2021 Annual PWS Monitoring**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VOC (Due 2021-2022)</td>
<td>$225</td>
<td>Nitrate (Annual)</td>
<td>$45</td>
<td>$5</td>
</tr>
<tr>
<td>Nitrate (Annual)</td>
<td></td>
<td>Arsenic (Due 2022)</td>
<td>$35</td>
<td>$35</td>
</tr>
<tr>
<td>Gross Alpha (Due 2021-2025)</td>
<td>$75</td>
<td>Inorganics (Due 2022)</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>Radium 226/228 (Due 2021-2025)</td>
<td>$198</td>
<td>Gross Alpha (Due 2022-2025)</td>
<td>$80</td>
<td>$5</td>
</tr>
<tr>
<td>Lead and Copper</td>
<td>$2,000</td>
<td>Radium 226/228 (Due 2022-2025)</td>
<td>$240</td>
<td>$42</td>
</tr>
<tr>
<td><strong>Total for Annual PWS Monitoring</strong></td>
<td><strong>$2,538</strong></td>
<td><strong>Lead and Copper</strong></td>
<td><strong>$2,400</strong></td>
<td><strong>$400</strong></td>
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</table>

**Biannual PFAS and Sulfolane**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PFAS by EPA 537</td>
<td>$970</td>
<td>Sulfolane</td>
<td>$1,750</td>
<td>$0</td>
</tr>
<tr>
<td>Sulfolane</td>
<td></td>
<td>Vehicle/Sampling Materials Charges</td>
<td>$100</td>
<td>$0</td>
</tr>
<tr>
<td>Vehicle/Sampling Materials Charges</td>
<td></td>
<td>Project Sampling/Coordination (Jerry Pollen)</td>
<td>$310</td>
<td>$20</td>
</tr>
<tr>
<td><strong>Total for Biannual Monitoring</strong></td>
<td><strong>$6,260</strong></td>
<td><strong>Total for Biannual Monitoring:</strong></td>
<td><strong>$6,260</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

**Laboratory Contingency**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total 2021 PWS Monitoring</strong></td>
<td><strong>$15,150</strong></td>
<td><strong>Total PWS Monitoring:</strong></td>
<td><strong>$17,885</strong></td>
<td><strong>$2,735</strong></td>
</tr>
</tbody>
</table>

* Frequency increased
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
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 21st 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
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,

[Signature]
Alison Trubacz
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:  

Employee Name:  

Date of request:  

Course Work Desired:  

Education Institution:  

Course Dates:  

Cost of Course work:  

City of North Pole, Alaska
Per Ordinance 16-07
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: ____________

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: ____________________________
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
UAF Campus Payment Plans
UAS Campus Payment Plans

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

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Description</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6ATL</td>
<td>SOM/eC Lower Tuition</td>
<td>$702.00</td>
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<tr>
<td>6ATU</td>
<td>SOM/eC Upper Tuition</td>
<td>$289.00</td>
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<tr>
<td>6CFF</td>
<td>eC Facilities Fee</td>
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<tr>
<td>6HNU</td>
<td>SOM/eC/HSEM Upper Tuition</td>
<td>$867.00</td>
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<tr>
<td>6NC</td>
<td>eC Ntwrk Chg</td>
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<td>6SMU</td>
<td>SOM/eC Upper Surchg</td>
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<td>6ZTL</td>
<td>CNSM/eC Lower Tuition</td>
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<tr>
<td>FBWF</td>
<td>BIOL/WLF OTO Sem</td>
<td>$50.00</td>
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<td>FCFF</td>
<td>UAF Facilities Fee</td>
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<td>FFCF</td>
<td>Fairbanks Consolidated Fee</td>
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<td>FNC</td>
<td>UA Network Charge-F</td>
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<tr>
<td>FUOL</td>
<td>Math/Stat OTO Sem</td>
<td>$50.00</td>
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<td>FYTL</td>
<td>CNSM Lower Level Tuition</td>
<td>$702.00</td>
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</tbody>
</table>

**Net Term Balance**: $4,848.00

**Net Balance for Other Terms**: $0.00

**Account Balance**: $4,848.00

**Current Amount Due**: $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.

https://uaonline.alaska.edu/banprod/owa/bwakoacc.P_ViewAcctTerm
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

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# Final Grades

## 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

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Course Title</th>
<th>Campus</th>
<th>Final Grade</th>
<th>Attempted</th>
<th>Earned</th>
<th>GPA Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>73748</td>
<td>AIS</td>
<td>F324</td>
<td>UX1</td>
<td>Advancad MS Excel</td>
<td>UAF - eCampus</td>
<td>A</td>
<td>1.000</td>
<td>1.000</td>
<td>1.000</td>
<td>4.00</td>
</tr>
<tr>
<td>74561</td>
<td>BA</td>
<td>F241</td>
<td>UX1</td>
<td>Advertising, Sales and Promotion</td>
<td>UAF - eCampus</td>
<td>B</td>
<td>3.000</td>
<td>3.000</td>
<td>3.000</td>
<td>9.00</td>
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<tr>
<td>75631</td>
<td>BIOL</td>
<td>F103X</td>
<td>UX2</td>
<td>Biology and Society</td>
<td>UAF - eCampus</td>
<td>A</td>
<td>4.000</td>
<td>4.000</td>
<td>4.000</td>
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Final Grades

<table>
<thead>
<tr>
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<th>Department</th>
<th>Code</th>
<th>Title</th>
<th>Grade</th>
<th>Hours</th>
<th>Points</th>
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<tbody>
<tr>
<td>74020</td>
<td>HSEM</td>
<td>F415</td>
<td>Cybersecurity in the 21st Century: eCampus</td>
<td>A</td>
<td>3.00</td>
<td>3.00</td>
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<tr>
<td></td>
<td></td>
<td>UX1</td>
<td>Technology and Ethics</td>
<td></td>
<td>12.00</td>
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<tr>
<td>73240</td>
<td>MATH</td>
<td>F122X</td>
<td>Essential Precalculus with Fairbanks Campus Applications</td>
<td>B</td>
<td>3.00</td>
<td>3.00</td>
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<td></td>
<td>FXA</td>
<td></td>
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<td>9.00</td>
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</table>

Undergraduate - UAF Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Attempted</th>
<th>Earned</th>
<th>GPA Hours</th>
<th>Quality Points</th>
<th>GPA</th>
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</thead>
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<tr>
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<td>8.00</td>
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<td>29.00</td>
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<td>Cumulative</td>
<td>135.00</td>
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<td>3.15</td>
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<td>Transfer</td>
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<td>3.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Overall</td>
<td>135.00</td>
<td>97.00</td>
<td>97.00</td>
<td>305.60</td>
<td>3.15</td>
</tr>
</tbody>
</table>

Select Another Term

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