Monday, October 17, 2022
Committee of the Whole: 6:30 PM
Regular City Council Meeting: 7:00 PM

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Invocation
4. Approval of Agenda (Pgs. 1-2)
5. Approval of the Minutes from 10/3/22 (Pgs. 3-9)
6. Communications from the Mayor
   a. Student of the Month – Nita Kozie (Pg. 10)
   b. Helping AK Update (Pg. 11)
   c. Certification of the October 4, 2022 Election
   d. Oath of Office for Newly Elected Officials
   e. Pinning Ceremony for NPPD Officers
7. Council Members Questions of the Mayor
8. Communications from Department Heads, Borough Representative, HR and the City Clerk
9. Ongoing Projects Report
10. Citizens Comments (Limited to five (5) minutes per Citizen)
11. Old Business
   a. Ordinance 22-20, An Ordinance of the City of North Pole Amending the Leave Policy for the City of North Pole Employees (Pgs. 12-16)
   b. Ordinance 22-22, An Ordinance of the City of North Pole Amending the 2022 Budget to Accept the Edward Byrne Memorial Justice Assistance Grant (Pgs. 17-19)
   c. Ordinance 22-23, An Ordinance of the City of North Pole Amending the 2022 Budget to Purchase a 2022 Ford F250 Pickup for the Northern Expansion (Pgs. 20-26)

12. New Business:
   a. NPPD Wage Decision (Pgs. 27-28)

13. Council Comments

14. Adjournment
A regular meeting of the North Pole City Council was held on Monday, October 3, 2022, via Zoom.

**CALL TO ORDER/ROLL CALL**
Mayor Welch called the regular City Council meeting of Monday, October 3, 2022, 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
- David Skipps
- Jeffrey Jacobson
- Anton Keller

**Absent/Excused:**
None

**PLEDGE OF ALLEGIANCE TO THE U.S. FLAG**
Led by Melissa Dionne

**INVOCATION**
Given by Mr. Keller

**APPROVAL OF AGENDA**
Mr. Claus moved to approve the agenda of October 3, 2022

Seconded by Mr. Welch

Mr. Jacobson moved to amend the agenda of October 3, 2022, to consent the following items:

- **Old Business**
  - b. Ordinance 22-21, An Ordinance of the City of North Pole Amending the 2022 Budget

- **New Business:**
  - a. Ordinance 22-22, An Ordinance of the City of North Pole Amending the 2022 Budget to Accept the Edward Byrne Memorial Justice Assistance Grant
  - b. Ordinance 22-23, An Ordinance of the City of North Pole Amending the 2022 Budget to Purchase a 2022 Ford F250 Pickup for the Northern Expansion
  - c. NPPD Acceptance of Edward Byrne Memorial Justice Assistance Grant for $144,456
d. RISQ Benefits Decision – No Surprises Act/Qualified Payment Amount $1 PMPE

Seconded by Ms. Welch

**On the amendments**

**DISCUSSION**
None

**PASSED**
Yes: 7 – A. Welch, Claus, Cromer, Jacobson, Skipps, Keller, Welch
No: 0
Absent: 0

**On the agenda as amended**

**DISCUSSION**
None

**PASSED**
Yes: 7 – A. Welch, Claus, Cromer, Jacobson, Skipps, Keller, Welch
No: 0
Absent: 0

**APPROVAL OF MINUTES**

Mr. Claus moved to approve the minutes from the 9/19/22 meeting
Seconded by Ms. Welch

**DISCUSSION**
None

**PASSED**
Yes: 7 – A. Welch, Claus, Cromer, Jacobson, Skipps, Keller, Welch
No: 0
Absent: 0

**COMMUNICATIONS FROM THE MAYOR**

- Bill Wright with Explore Fairbanks gave the Council an update on tourism for the North Pole area.
- The Mayor shared that last Wednesday he was at the Westmark for the Alaska Fire Fighters Association Conference. He was also at in Eielson last week, meeting with the new 3 star General Naholm talking housing and the area need.
- He let everyone know that the city will be starting the holiday decorating early this year because there is going to be a film crew here mid-November filming a show called Small Town Christmas with Megan Alexander.
- He reminded everyone that we will be live in the Chambers for the October 17th meeting.

**COUNCIL MEMBER QUESTIONS OF THE MAYOR**

- Ms. Welch asked the Mayor if he had shared the NPCCC flyer for the Holiday lighting Contest that they are sponsoring.
The Mayor asked the Clerk to share the details of the contest on the screen and to follow up with an email to the Council.

- Mr. Jacobson asked to confirm the Budget workshop dates, as well as the Bed Tax Committee meeting. He also asked if we had heard anything from AIDEA after the last meeting or from the Borough regarding their property tax rebate.

The Mayor said that the non-Borough wide property tax incentive was not an obligation that fell to the city. He followed up with that the city attorney, Zane Wilson, is working on the wording for a NP City Ordinance regarding property tax incentives that the City of North Pole will be discussing.

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Chief Dutra
- Chief Dutra was out on vacation.

Fire Department, AC Chambers
- Chief Heineken shared with the Council some details from the State Firefighters Conference. There were over 200 firefighters from all over Alaska. North Pole was very well represented. He thanked the Mayor for coming out and talking during the opening ceremony. He also thanked AC Chambers and Sam Sanders, they were very busy during the conference and did a great job.
- Lt. Beckley has accepted a position with the Steese Fire Department, she will stay on as a part time fire fighter with the North Pole department. She has been with the department for a long time, and this is a great opportunity for her.
- The ambulance that was ordered has been delayed, it is anticipated to arrive in 2 years. They are looking at the current ambulances that we have in service and trying to make them stretch an additional year.
- They are working on winter preparations also and thanked the Public Works department for their help with moving some of the training equipment around.
- October is fire prevention week they stay pretty busy this month. They are back to doing in person tours again and had a few groups of school age kids there just today.

The Mayor thanked the fire department for coming out a putting together some furniture for the Fiscal department at City Hall.

Finance, Tricia Fogarty
- Ms. Fogarty sent out the latest financials to the Council this afternoon. She said they are still having some matching issues between Caselle and Tyler. She said before the next meeting she will send out September’s financials as well as the AMIJIA update.
- She said that the department had done some training with Tyler on assessments today.
- Ms. Fogarty updated the Council that the department heads met with her and Michelle Peede last week for the first round of budget talks. She reminded the Council that the Budget Workshops will be the 24 through the 26th here at City Hall. She is continuing to meet with the Department heads to make necessary changes so that it is as complete as we can get it before it goes to Council. The schedule will be Monday night for admin, Clerk/HR, and revenues, Tuesday will be Fire and Police departments and building, public
works and utilities on Wednesday.

Mr. Jacobson asked about the financials and why September and the third quarter numbers weren’t on there.

- Ms. Fogarty said that it is only the first meeting in October, those numbers do not get to us till the beginning of the month and that the next set of financials will be available for the next meeting.

Ms. Welch asked if the Council could get the financials a little more before the meeting so that they had time to review.

- Ms. Fogarty agreed that she would. Normally the financials wouldn’t be available till the 2nd meeting, but because she had some issues with them for the last meeting, she wanted to provide them for this one.

**Director of City Services, Danny Wallace**

- Winter prep and budgeting is the focus for city services right now. He is learning a lot about the budget process and his supervisors, as well as Ms. Fogarty and her team have been a lot of help working with him.
- For the building department he has been in contact with the FNSB housing task force to share info regarding housing projects.
- Winterization efforts are at the forefront of the public works department. They are working to renew the renewal contract for snow removal with Hubbard.
- They will be interviewing for a part time public works department employee. This person will be doing the in-house cleaning of City Hall and the Police station and with the PW department should they need additional help.
- Two of the summer hires for the PW department are staying till early November. They are helping with the winter prep around the city, including the holiday lights.
- ADEC has asked that we change our chemical injects into the water system. They are working on a plan for that and will present more information later on.
- He is in talks with Alaska Project Solutions to provide grant writing assistance for the city water main requirements. They are working on connecting the city with the grants that are available out there.
- Mr. Wallace took a moment to recognize Paul Trissel and the utilities department. They were awarded by DEC the Ursa Major award; this is the 4th year in a row that the department has received this.

**Human Resources, Ellen Glab**

- Ms. Glab was out most of last week ill.
- She has been trying to fine tune Ordinance 22-20 and working with department heads and employees on their feedback to it.

**Borough Representative**

Ms. Welch attended the borough meeting on 9/22/2022 via Zoom.

- Fairbanks City Council Report
  - Is considering the ManCho project impact on the city. Waiting to hear from DOT about their plan.
  - Working on their budget.
• School Board Report
  o October 3 is a work session.
  o Working on bussing situation.

• Borough Mayor Report
  o Transit garage groundbreaking was this past week, they will finish next spring.
  o 8th of October is the skate park opening.
  o The Roads plan is open for comments till 21 Oct. Find more info on the borough website.

• The Assembly approved the RFP to Green Star for the recycling facility and IFB for Graehl park replacement awards.
• Resolution 22-30 summarizing lots of land to be disposed of was postponed until 11/3.
• The assembly concurred on a few appointments to various commissioners.
• Ordinance 22-52 establishing the Two Rivers Fire Service area was adopted.
• Ordinance 22-53 establishing a premium pay program for school bus drivers was adopted.
• Ordinance 22-54 leasing 5 acres of property to the University Fire Service area to operate a fire and emergency services station was adopted.
• Ordinance 22-20-1l amending the budget to fund the Graehl Park Mosaic Project was adopted.
• Ordinance 22-35 approving a property tax exemption for North Shanly Subdivision was defeated.

City Clerk’s Office, Melissa Dionne
• Ms. Dionne let everyone know that City Hall is all set up for the election tomorrow and reminded everyone to go vote. She let everyone know that she will be coming in late tomorrow and will be at the Borough building as votes are being reported and it will probably be a late night. Also Mr. Wallace has volunteered to stay late tomorrow to make sure the elections workers are good and do not need any help.
• She let everyone know that the $5,00 earnest money that was put down on the Howard property purchase was returned to us today.
• On Friday she will be Revize working on the site map finalization for the new website.
• Ms. Dionne also reminded everyone that the October 17th meeting will be in person. We will have snacks and refreshments and we will swear in the new councilmembers.

Mr. Jacobson asked about the rumor that there was a write in candidate for the Council seat.
• Ms. Dionne responded that the citizen did not meet the requirements to run.

ON GOING PROJECTS
• Senator Myers has been in touch with us regarding our Legislative Priorities for this upcoming year, the Mayor will work with him to get that in the works.
• Dr. Holde will be here on November 15th to discuss the combined heat and power project. We are planning a demonstration and talk for the Council, citizens and the legislative delegation.
CITIZENS COMMENTS — (Limited to Five (5) minutes per Citizen)
None

Old Business
  a. Ordinance 22-20, An Ordinance of the City of North Pole Amending the Leave Policy for the City of North Pole Employees

Ms. Welch moved to postpone the Ordinance 22-20 until the October 17, 2022 meeting
Seconded by Mr. Jacobson

On the Postponement
DISCUSSION
None
PASSED
Yes: 7 – A. Welch, Claus, Cromer, Jacobson, Skipps, Keller, Welch
No: 0
Absent: 0

COUNCIL COMMENTS
- Mr. Keller sent best wishes to the people effected by the hurricane in Florida. He thanked Mr. Dutra for his hard work in getting grant monies. He reminded everyone to stay safe with the bad weather fast approaching.
- Mr. Welch reminded everyone to start preparing for winter and gave a shout out to a friend who recently became a US citizen.
- Mr. Jacobson said that his heart goes out to the people recovering from the aftereffects of the hurricane in Florida and the people effected by the bad storms in Western Alaska. He said that he was surprised by Shannon and Wilson drilling holes in his neighbor’s yard, they were testing for PFAS. He said that he is excited about the Christmas in lights celebration and the upcoming tv special that is being filmed here.
- Mr. Skipps wanted to give shout out to the Interior Alaska football and asked everyone to go out and cheer for their local teams.
- Mr. Claus reminded everyone that tomorrow was local elections and that they should get out and vote.
- The Mayor shared that the City’s attorney has a house down in the area of Florida that was hit by the hurricane, his daughter and her family got out of the area, but his home was totaled. He also shared that he is working with the attorney on wordsmithing the ordinance for the property tax abatement that the City is considering and that should be available soon.

ADJOURNMENT
Ms. Welch moved to adjourn
Seconded by Mr. Claus

The regular meeting of Monday, October 3, 2022 adjourned at 8:49 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, October 3, 2022.
ATTEST:

___________________________________
Melissa Dionne, City Clerk
Office of the Mayor  
City of North Pole

Proclamation

WHEREAS, Nita Kozie is a senior at North Pole High School and is the daughter of LeeAnne and Mike Kozie; and

WHEREAS, Nita is a member of the Volleyball and Wrestling teams, the BBQ and Unified Clubs, Student Council, Prostart and SOS; and

WHEREAS, Madison also volunteers her time as a coach and ref for the North Pole Middle School and with Special Olympics and has been recognized in the 2022 Special Champions at Big Daddy’s BBQ; and

WHEREAS the City of North Pole desires to recognize the outstanding students in the community.

NOW, THEREFORE, I, Michael W. Welch, Mayor of the City of North Pole, do hereby proclaim Nita Kozie the:

North Pole City Council  
High School Student of the Month  
For October 2022.

ATTEST:

Melissa Dionne  
North Pole City Clerk
North Pole Assistance

We have reached out to Lord of Life Lutheran and St. Nicholas Catholic churches as well as Santa’s Senior Center for potential funding opportunities to further assist the citizens of North Pole. We have asked each of these churches/organizations to generate a written proposal for the funding and return it to Helping Alaska.

Funding provided to Helping Alaska through the North Pole Covid-19 funds will be distributed to qualifying applicants residing within the bounds of North Pole proper who are exhibiting financial hardship due to the Covid-19 pandemic.

Qualifying expenses will include but not necessarily be limited to basic needs such as rent, utility bills, groceries, car payments, car insurance, car repairs, etc. The eligibility of qualifying expenses will be determined by the urgency and income capabilities of the citizen of North Pole.

Requirements:

- Must reside within the bounds of North Pole proper
- Must be able to provide all requested documentation.
  - Every applicant will be asked to provide a photo ID, most recent 30 day bank statement, and proof of all income.
  - Per each request, additional documents may be requested as needed such as the most recent bill/statement, etc.

Process:

- The applicant fills out application for assistance and provides all necessary documentation.
- The application is prioritized, screened and verified by our Helpline team.
- All applicants will have their need request fully processed within 10 days beginning when the application and all required documentation is handed in.
- Once a W-9 has been received from the vendor, payment will be processed within 3 business days.

Helping Alaska (fka Love In the Name of Christ)

609 Third Street
Fairbanks, Alaska 99701
Telephone: 907-452-3876
Online at www.helpingalaska.org
ORDINANCE NO. 2022-20

AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING THE LEAVE POLICY FOR CITY OF NORTH POLE EMPLOYEES

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

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

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

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

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

Section 3. Effective Date. This ordinance shall become effective upon signing.

ADOPTED THE ___ DAY OF November 2022.

Mayor Michael W Welch

ATTEST:

Melissa Dionne, City Clerk
2.36.410 Leave.

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

<table>
<thead>
<tr>
<th>Employee</th>
<th>0 – 4 years</th>
<th>4 years or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 hrs/week</td>
<td>17.3</td>
<td>21.8</td>
</tr>
<tr>
<td>19-day cycle</td>
<td>23</td>
<td>28.75</td>
</tr>
</tbody>
</table>

B. Monetary compensation (leave buyout) can be authorized up to a maximum of eighty hours (one hundred twenty hours for personnel on the nineteen-day cycle shift), minimum of 20 hours, per calendar year with the approval of the department head. An employee must have sixteen hours remaining for forty-hour-per-week employees and twenty-four hours remaining for nineteen-day cycle employees after compensation in order to be eligible.

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

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

E. Any employee placed on extended leave for any reason will be required to contact their Human Resources representative no less than every two (2) weeks with an update on the progress of the event causing them to be on extended leave. Leave of any kind must not exceed more than 180 calendar days. Should an employee fail to
communicate with Human Resources, or not return to full time work within the 180 calendar days, the employee shall be deemed to have voluntarily resigned their employment with the City and their employment with the City shall be terminated. Military leave excluded per 2.36.70 section B.

F. Unused leave shall be compensated at the current rate of pay at the time of resignation or dismissal of an employee.

G. Leave can accrue from year to year with a maximum accrual of three hundred twenty hours, except that the maximum leave accrual for nineteen-day cycle shift personnel shall be four hundred twenty hours. When an employee's leave accrual reaches the maximum limit they must elect either to receive monetary compensation or take leave subject to the provisions of subsection. (C) of this section to reduce the accrued leave below the maximum level. If an employee changes from a nineteen-day cycle shift to a forty-hour-a-week shift, or vice versa, any leave that is over the maximum after conversion (see subsection (G)(1) of this section for conversion) for that shift schedule must be sold or taken as stated in this subsection. The office responsible for payroll operations shall ensure compliance with this subsection.

1. The formula for converting the accrued leave of an employee who goes from a forty-hour-per-week shift to a nineteen-day cycle shift, or vice versa, shall be as follows:

   a. From a forty-hour-per-week shift to a nineteen-day cycle shift: Multiply the current accrued leave balance by the current hourly rate of pay for the forty-hour-per-week shift and divide this total by the nineteen-day cycle hourly rate. The result will be the new accrued leave balance.

An example is as follows where:

(a) = current leave balance;

(b) = hourly rate of pay for forty-hour-per-week shift;

(c) = hourly rate of pay for nineteen-day cycle shift;

(d) = new accrued leave balance.
(a) * \(\frac{(b)}{(c)}\) = (d)

b. From a nineteen-day cycle shift to a forty-hour-per-week shift: Multiply the current accrued leave balance by the current hourly rate of pay for the nineteen-day cycle shift and divide this total by the forty-hour-per-week shift hourly pay rate. The result will be the new accrued leave balance.

An example is as follows where:

(a) = current leave balance;
(b) = hourly rate of pay for forty-hour-per-week shift;
(c) = hourly rate of pay for nineteen-day cycle shift;
(d) = new accrued leave balance.

(a) * \(\frac{(c)}{(b)}\) = (d)

H. All personnel not working the nineteen-day cycle shift will accrue leave as forty hours/week employees.

I. Any employee placed on extended leave for any reason will be required to contact their Human Resources representative no less than every two weeks with an update on the progress of the event causing them to be on extended leave. Leave of any kind must not exceed more than one hundred eighty calendar days. Should an employee fail to communicate with Human Resources, or not return to full-time work within the one hundred eighty calendar days, the employee shall be deemed to have voluntarily resigned their employment with the City and their employment with the City shall be terminated. (Ord. 21-23 § 2, 2022; Ord. 18-13 § 2, 2018; Ord. 07-08 § 2, 2007; Ord. 04-05 § 2, 2004; Ord. 00-03 § 2, 2000; Ord. 99-10 § 2, 1999; Ord. 98-12 § 2, 1998)

J. The Department Head, in collaboration with the Human Resources Administrator, may offer leave as a hiring incentive for part time positions. This incentive can only be given under the following guidelines:
1. 4 hours per pay period.
2. Part time employee must work no less than 48 hours per pay period.
3. Part time employee must have a set or standard schedule.
4. Employee cannot be classified as a seasonal/volunteer employee.
5. Leave may be accrued up to 104 hours, unused time exceeding the maximum will be forfeited at the time of accrual.
6. Part time employees are not eligible for cash out options for leave, except for resigning or the position being terminated, as part of their final paycheck.
ORDINANCE 22-22
AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA
AMENDING THE 2022 BUDGET TO ACCEPT THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

WHEREAS, changes to practices and policies is a continually changing requirement; and

WHEREAS, the City of North Pole budget should be amended to conform to the requirements of the City; and

WHEREAS, adjustment in the budget are necessary to remain compliant with Council approved authorizations and budget management rules, and

WHEREAS, fiscal notes are the method prescribed by the code to amend a budget; and

WHEREAS, fiscal notes have been reviewed by the Accountant and Mayor for accuracy and will be recorded as amendments to the budget upon approval.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole that it approves changes as listed in the attached fiscal note accepting grant funds from the Edward Byrne Memorial Justice Assistance Grant.

Section 1. This ordinance is of a general nature and shall not be codified.

Section 2. Effective date.
This ordinance shall become effective immediately upon passage.

ADOPTED THE ___ DAY OF October 2022.

Mayor: Michael W. Welch

ATTEST:

Melissa Dionne, North Pole City Clerk

PASSED/FAILED
Yes:
No:
Absent:
City of North Pole, Alaska
Fiscal Note Year: 2022
Ordinance: 22-22

Originator/Sponsor: Chief Dutra

Date: September 27, 2022

Does the Ordinance or Resolution have a fiscal impact? Yes X

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<th>Fund- Dept. Title</th>
<th>Account Description</th>
<th>Account #</th>
<th>Debit</th>
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<td>11-10-1-0030</td>
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<td>JAG Fund</td>
<td>PERS</td>
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<td>4,535.00</td>
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<td>JAG Fund</td>
<td>Health Insurance</td>
<td>11-10-1-0040</td>
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<td>JAG Fund</td>
<td>Grant Revenue</td>
<td>11-39-9000</td>
<td>31,420.00</td>
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| Total             |                         |             | 31,420.00 | 31,420.00 |

Prepared By: Tricia Fogarty Date: September 27, 2022

Finance Approval: Tricia Fogarty Date: September 27, 2022
## GRANT AWARD

<table>
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<th>GRANTEE</th>
<th>DEPARTMENT</th>
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<tr>
<td>NAME: City of North Pole</td>
<td></td>
</tr>
<tr>
<td>ADDRESS: 125 Snowman Lane</td>
<td></td>
</tr>
<tr>
<td>CITY: North Pole, AK 99705</td>
<td></td>
</tr>
<tr>
<td>CONTACT: Steve Dutra</td>
<td></td>
</tr>
<tr>
<td>TITLE: Chief of Police</td>
<td></td>
</tr>
<tr>
<td>PHONE: 907-488-6902</td>
<td></td>
</tr>
<tr>
<td>EMAIL: <a href="mailto:sudtra@northpolepolice.org">sudtra@northpolepolice.org</a></td>
<td></td>
</tr>
<tr>
<td>NAME: Department of Public Safety</td>
<td></td>
</tr>
<tr>
<td>ADDRESS: 5700 E. Tudor Road</td>
<td></td>
</tr>
<tr>
<td>CITY: Anchorage, AK 99502</td>
<td></td>
</tr>
<tr>
<td>CONTACT: Becca Wilson</td>
<td></td>
</tr>
<tr>
<td>TITLE: Grant Administrator II</td>
<td></td>
</tr>
<tr>
<td>PHONE: (907) 269-5083</td>
<td></td>
</tr>
<tr>
<td>EMAIL: <a href="mailto:becca.wilson@alaska.gov">becca.wilson@alaska.gov</a></td>
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## AWARD INFORMATION

| PROJECT NAME: Multi-jurisdictional Task Force |
| PROGRAM NAME: Edward Byrne Memorial Justice Assistance Grant (JAG) |
| FEDERAL AWARD: 15BJA-21-GG-00263-JAGX |
| CFDA: 16.738 |
| AWARD AMOUNT: $144,456.00 |
| PROJECT START: October 1, 2022 |
| PROJECT END: September 30, 2023 |
| GRANTEE UEI: WFLFB2ZGSSN9 |
| GRANTEE TAX ID: 92-6001585 |
| GRANT NUMBER: 23-21JAG-02 |
| MATCH REQUIRED: No |
| RISK ASSESSMENT: Low |

## APPROVED BUDGET

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<th>FEDERAL SHARE</th>
<th>MATCH SHARE</th>
<th>PROJECT TOTAL</th>
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<td>92,508.00</td>
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<tr>
<td>Fringe Benefits</td>
<td>51,948.00</td>
<td>-</td>
<td>51,948.00</td>
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<tr>
<td>TOTAL</td>
<td>$144,456.00</td>
<td>$</td>
<td>$144,456.00</td>
</tr>
</tbody>
</table>

## AWARD AGREEMENT

The Alaska Department of Public Safety, hereinafter called the "Department," and the City of North Pole, hereinafter called the "Grantee," agree as set forth herein.

I. The work to be performed under this agreement shall begin on October 1, 2022 and completed no later than September 30, 2023.

II. This Grant Award consists of this 1) Signature Page; and attached, 2) Grant Agreement; 3) Project Narrative; 4) Budget Detail; Department of Justice 5) Standard Assurances and 6) Certifications.

III. By signing this award, the grantee accepts all terms and conditions of the grant agreement in accordance with the FFY21 Justice Assistance Grant (JAG) Program.

## GRANTEE AUTHORIZATION

| NAME/TITLE: | Michael Welch, Mayor |
| Signature: |  |
| Date: |  |

## DEPARTMENT AUTHORIZATION

| NAME/TITLE: | Colonel Maurice Hughes, Director, AST |
| Signature: |  |
| Date: |  |
ORDINANCE 22-23
AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA
AMENDING THE 2022 BUDGET TO PURCHASE A 2022 FORD
F250 PICKUP FOR THE NORTHERN EXPANSION

WHEREAS, changes to practices and policies is a continually changing
requirement; and

WHEREAS, the City of North Pole budget should be amended to conform to the
requirements of the City; and

WHEREAS, adjustment in the budget are necessary to remain compliant with
Council approved authorizations and budget management rules, and

WHEREAS, fiscal notes are the method prescribed by the code to amend a
budget; and

WHEREAS, fiscal notes have been reviewed by the Accountant and Mayor for
accuracy and will be recorded as amendments to the budget upon approval.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole
that it approves changes as listed in the attached fiscal note to purchase a
2022 Ford F250 not to exceed $52,000.00.

Section 1. This ordinance is of a general nature and shall not be codified.

Section 2. Effective date.
This ordinance shall become effective immediately upon passage.

ADOPTED THE ___ DAY OF October 2022.

Mayor: Michael W. Welch

ATTEST:

Melissa Dionne, North Pole City Clerk

PASSED/FAILED
Yes:
No:
Absent:
City of North Pole, Alaska  
Fiscal Note Year: 2022  
Ordinance: 22-23

Originator/Sponsor: Robert Wallace, Director of City Services

Date: September 29, 2022

Does the Ordinance or Resolution have a fiscal impact? Yes  X

<table>
<thead>
<tr>
<th>Fund- Dept. Title</th>
<th>Account Description</th>
<th>Account #</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Reserve</td>
<td>Transfer Out</td>
<td>51-10-9-9990</td>
<td>52,000.00</td>
<td></td>
</tr>
<tr>
<td>Water Fund</td>
<td>Transfer In</td>
<td>41-39-9990</td>
<td></td>
<td>52,000.00</td>
</tr>
<tr>
<td>Water Fund</td>
<td>Vehicle Purchase</td>
<td>41-10-9-9960</td>
<td>52,000.00</td>
<td></td>
</tr>
<tr>
<td>Water Reserve</td>
<td>Claim on Cash</td>
<td>51-1-0098</td>
<td></td>
<td>52,000.00</td>
</tr>
</tbody>
</table>

Prepared By: Tricia Fogarty  
Date: September 29, 2022

Finance Approval: Tricia Fogarty  
Date: September 29, 2022
September 29, 2022

Council Members
City of North Pole
125 Snowman Lane
North Pole, Alaska 99705

New Vehicle Purchase for Utilities

City Council -

Request approval of our request to purchase a 2022 Ford F250 truck for $51,510 to support Utilities Department Operations as part of the State of Alaska Fleet Vehicle Program. See dealer sheet attached. This need was initially identified by my predecessor (Bill Butler) and was included in the continuity files as a pending requirement. This vehicle would complement the current fleet. The purchase would allow for one of our vehicles (2008 GMC Sierra 2500 with 123,000 miles) to either be replaced and sent to auction or continue to be used when needed.

Replacement vehicles are difficult to obtain, and we were fortunate that this one is currently available through Kendall Ford in Anchorage. Ray Marcum (DOT Fleet Sales Rep) mentioned that the next window for purchase would only include a 3-day window (Nov 7-9) and delivery estimates are 8-12 months. Purchasing the vehicle noted above would allow for delivery in late October 2022. The vehicle price is consistent with or lower than others available in the area. In fact, Seekins Ford (Fairbanks) has only one similar model in stock, listed for $59,163. Funding for this purchase would be supplied from the Flint Hills Settlement Fund. That fund is an appropriate funding source, given the support provided by the City (and Utilities) to water service in that area.

Given the current market for new vehicles, this is an important opportunity for the City of North Pole to maintain consistent, safe, and effective Utilities operations.

Respectfully,

Robert Daniel Wallace
Director of City Services
CITY OF NORTH POLE
PRICE $51,510
FOB NORTH POLE

VIN# 1FT7W2B68NEF12321

2022 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)
Price Level: 275

Client Proposal
Prepared by:
Ray Marcum
Office: 907-793-8216
Date: 09/27/2022

Kendall Ford Fleet | 431 Unga St, Anchorage, Alaska 99501
Office: 907-793-8216 | Fax: 907-793-8255
## As Configured Vehicle

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Vehicle</strong></td>
<td></td>
</tr>
<tr>
<td>W2B</td>
<td>Base Vehicle Price (W2B)</td>
</tr>
<tr>
<td><strong>Packages</strong></td>
<td></td>
</tr>
<tr>
<td>600A</td>
<td>Order Code 600A</td>
</tr>
<tr>
<td></td>
<td>Includes:</td>
</tr>
<tr>
<td></td>
<td>- Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel</td>
</tr>
<tr>
<td></td>
<td>- Transmission: TorqShift-G 6-Spd Auto w/SelectShift</td>
</tr>
<tr>
<td></td>
<td>- GVWR: 10,000 lb Payload Package</td>
</tr>
<tr>
<td></td>
<td>- Tires: LT245/75Rx17E BSW A/S (4)</td>
</tr>
<tr>
<td></td>
<td>Spare may not be the same as road tire.</td>
</tr>
<tr>
<td></td>
<td>- Wheels: 17&quot; Argent Painted Steel</td>
</tr>
<tr>
<td></td>
<td>Includes painted hub covers/center ornaments.</td>
</tr>
<tr>
<td></td>
<td>- Radio: AM/FM Stereo w/MP3 Player</td>
</tr>
<tr>
<td></td>
<td>Includes 4 speakers.</td>
</tr>
<tr>
<td></td>
<td>- SYNC Communications &amp; Entertainment System</td>
</tr>
<tr>
<td></td>
<td>Includes enhanced voice recognition with 911 Assist, 4.2&quot; LCD center stack screen, AppLink and 1 smart-charging USB-C port.</td>
</tr>
<tr>
<td><strong>Powertrain</strong></td>
<td></td>
</tr>
<tr>
<td>996</td>
<td>Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel</td>
</tr>
<tr>
<td>44S</td>
<td>Transmission: TorqShift-G 6-Spd Auto w/SelectShift</td>
</tr>
<tr>
<td>X3E</td>
<td>Electronic-Locking w/3.73 Axle Ratio</td>
</tr>
<tr>
<td>STDGV</td>
<td>GVWR: 10,000 lb Payload Package</td>
</tr>
<tr>
<td><strong>Wheels &amp; Tires</strong></td>
<td></td>
</tr>
<tr>
<td>TD8</td>
<td>Tires: LT245/75Rx17E BSW A/S (4)</td>
</tr>
<tr>
<td></td>
<td>Spare may not be the same as road tire.</td>
</tr>
<tr>
<td>64A</td>
<td>Wheels: 17&quot; Argent Painted Steel</td>
</tr>
<tr>
<td></td>
<td>Includes painted hub covers/center ornaments.</td>
</tr>
<tr>
<td><strong>Seats &amp; Seat Trim</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Cloth 40/20/40 Split Bench Seat</td>
</tr>
<tr>
<td></td>
<td>Includes center armrest, cupholder, storage and driver's side manual lumbar.</td>
</tr>
<tr>
<td><strong>Other Options</strong></td>
<td></td>
</tr>
<tr>
<td>160WB</td>
<td>160&quot; Wheelbase</td>
</tr>
<tr>
<td>90L</td>
<td>Power Equipment Group</td>
</tr>
</tbody>
</table>
## As Configured Vehicle (cont'd)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Deletes passenger-side lock cylinder. Includes upgraded door trim panel.</td>
</tr>
<tr>
<td></td>
<td>- Accessory Delay</td>
</tr>
<tr>
<td></td>
<td>- Trailer Tow Mirrors w/Power Heated Glass includes manual folding, manually telescoping, heated convex spotter mirror and integrated clearance lamps and turn signals.</td>
</tr>
<tr>
<td></td>
<td>- Advanced Security Pack Includes SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors.</td>
</tr>
<tr>
<td></td>
<td>- Power Locks</td>
</tr>
<tr>
<td></td>
<td>- Power Tailgate Lock</td>
</tr>
<tr>
<td></td>
<td>- Power Front &amp; Rear Seat Windows includes 1-touch up/down driver/passenger window.</td>
</tr>
<tr>
<td></td>
<td>- Remote Keyless Entry</td>
</tr>
<tr>
<td>473</td>
<td>Snow Plow Prep Package Requires Extra Extra Heavy-Duty Alternator (67E) when ordered with Upfitter Switches (66S) and 110V/400W Outlet (43C). Includes computer selected springs for snowplow application. Note restrictions apply; see supplemental reference or body builders layout book for details. May result in deterioration of ride quality when vehicle is not equipped with snowplow. Dual battery (86M) recommended with 6.2L or 7.3L gasoline engines; see body builders layout book for details.</td>
</tr>
<tr>
<td>41H</td>
<td>Engine Block Heater</td>
</tr>
<tr>
<td>86M</td>
<td>Dual 78 AH Battery</td>
</tr>
<tr>
<td>153</td>
<td>Front License Plate Bracket Standard in states requiring 2 license plates and optional to all others.</td>
</tr>
<tr>
<td>PAINT</td>
<td>Monotone Paint Application</td>
</tr>
<tr>
<td>76S</td>
<td>Remote Start System</td>
</tr>
<tr>
<td>66S</td>
<td>Upfitter Switches (6) Requires Extra Extra Heavy-Duty Alternator (67E) when ordered with 110V/400W Outlet (43C) and Snow Plow Pkg. (473) or Snow Plow/Camper Pkg. (47B). Located in overhead console. Includes:</td>
</tr>
<tr>
<td></td>
<td>- 200 Amp Alternator</td>
</tr>
<tr>
<td>587</td>
<td>Radio: AM/FM Stereo w/MP3 Player Includes 4 speakers. Includes:</td>
</tr>
<tr>
<td></td>
<td>- SYNC Communications &amp; Entertainment System</td>
</tr>
</tbody>
</table>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer’s computer system. See salesperson for the most current information.
### 2022 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 275

### As Configured Vehicle (cont'd)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Fleet Options</strong></td>
</tr>
<tr>
<td>525</td>
<td>Steering Wheel-Mounted Cruise Control (LPO) Requires valid FIN code.</td>
</tr>
<tr>
<td></td>
<td><strong>Emissions</strong></td>
</tr>
<tr>
<td>425</td>
<td>50-State Emissions System</td>
</tr>
<tr>
<td></td>
<td><strong>Exterior Color</strong></td>
</tr>
<tr>
<td>Z1_01</td>
<td>Oxford White</td>
</tr>
<tr>
<td></td>
<td><strong>Interior Color</strong></td>
</tr>
<tr>
<td>1S_02</td>
<td>Medium Earth Gray w/Cloth 40/20/40 Split Bench Seat</td>
</tr>
</tbody>
</table>

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October 11, 2022

To: North Pole City Clerk

Re: Employee Wage discussion for council meeting – October 17, 2022

I would like to formally request that the North Pole City Council consider the following wage increase for Lt. Jed Smith. Lt. Smith was promoted from Police Sergeant to Police Lieutenant and second in charge of the North Pole Police Department. He has over 11 years’ experience, all with the City of North Pole and an advanced police certification with 1000’s of hours of training. Currently Lt. Smith is on the pay scale at 9 Sergeant rate of $41.80/hour.

Mayor Welch has requested the council consider Range 10 on Lieutenant scale of $46.30/hour. This is approximately a $4.50/hour wage increase or a $720.00/month and $9,360.00 a year increase.

Since my request for a wage increase exceeds the $500 a month limit in code we are bringing it to the council for their approval.

Thank you for your time.

Chief Steve Dutra
| Position     | 1 | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | 13  | 14  | 15  | 16  | 17  | 18  | 19  | 20  |
|--------------|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Chief        |   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Hourly       | 35.53 | 40.72 | 41.94 | 43.70 | 44.49 | 45.83 | 47.20 | 48.62 | 50.08 | 51.58 | 52.35 | 53.14 | 53.93 | 54.74 | 55.56 | 56.40 | 57.24 | 58.10 | 58.97 | 59.86 |
| Monthly      | 6852 | 7057 | 7268 | 7487 | 7712 | 7749 | 7781 | 7821 | 7867 | 7914 | 7962 | 8011 | 8061 | 8112 | 8163 | 8215 | 8268 | 8321 | 8377 | 8434 | 8493 |
| Yearly       | 82,222 | 84,689 | 87,230 | 89,847 | 92,542 | 95,318 | 98,178 | 101,123 | 104,157 | 107,282 | 109,894 | 112,524 | 115,365 | 118,306 | 121,357 | 124,408 | 127,461 | 130,514 | 133,567 | 136,620 | 139,673 | 142,726 |
| Lieutenant   | 36.01 | 37.09 | 38.20 | 39.35 | 40.53 | 41.75 | 43.00 | 44.29 | 45.62 | 46.90 | 47.70 | 48.42 | 49.14 | 49.88 | 50.63 | 51.39 | 52.16 | 52.94 | 53.73 | 54.51 | 55.29 |
| Sergeant     | 33.00 | 33.90 | 34.81 | 35.72 | 36.63 | 37.54 | 38.45 | 39.36 | 40.28 | 41.20 | 42.12 | 43.05 | 43.98 | 44.92 | 45.86 | 46.80 | 47.74 | 48.69 | 49.63 | 50.58 | 51.53 |
| Detective    | 31.00 | 31.93 | 32.89 | 33.87 | 34.89 | 35.94 | 37.02 | 38.13 | 39.27 | 40.45 | 41.61 | 42.79 | 43.97 | 45.15 | 46.34 | 47.54 | 48.73 | 49.92 | 51.12 | 52.32 | 53.53 |
| Corporal     | 31.00 | 31.93 | 32.89 | 33.87 | 34.89 | 35.94 | 37.02 | 38.13 | 39.27 | 40.45 | 41.61 | 42.79 | 43.97 | 45.15 | 46.34 | 47.54 | 48.73 | 49.92 | 51.12 | 52.32 | 53.53 |
| Officer      | 28.00 | 28.94 | 29.87 | 30.80 | 31.81 | 32.84 | 33.87 | 34.90 | 35.97 | 37.05 | 38.13 | 39.22 | 40.31 | 41.41 | 42.52 | 43.63 | 44.74 | 45.86 | 46.98 | 48.11 | 49.24 |
|             | 58,240 | 59,987 | 61,787 | 63,640 | 65,550 | 67,516 | 69,542 | 71,628 | 73,777 | 75,990 | 78,288 | 80,653 | 83,091 | 85,637 | 88,273 | 90,999 | 93,815 | 96,691 | 99,667 | 102,633 | 105,679 |

| Position     | 21 | 22  | 23  | 24  | 25  | 26  | 27  | 28  | 29  | 30  | 31  | 32  | 33  | 34  | 35  | 36  | 37  | 38  | 39  | 40  |
|--------------|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Chief        |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Monthly      |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Yearly       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Lieutenant   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Sergeant     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Detective    |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Corporal     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Officer      |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |