



CITY OF NORTH POLE
Regular Meeting
July 10, 2023
City Hall Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, July 10, 2023
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

Jeffrey Jacobson – Mayor Pro Tem	907-460-7733
DeJohn Cromer – Deputy Mayor Pro Tem	907-347-2808
Anton Keller – Alt. Deputy Mayor Pro Tem	907-987-2548
Chandra Clack	907-460-3767
Aino Welch	907-488-5834
David Skipps	907-750-5106

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 6/19/2023 (Pgs. 3-10)
6. Communications from the Mayor
 - a. WAPI Update – Zane Wilson
7. Council Members Questions of the Mayor
8. Citizens Comments (Limited to five (5) minutes per Citizen)
9. Communications from Department Heads, HR, City Clerk and the Borough Representative
10. Ongoing Projects Report
11. Unfinished Business
None
12. New Business
 - a. Ordinance 23-08, An Ordinance of the City of North Pole Amending Title 2 Personnel System (Pgs. 11-12)

- b. Ordinance 23-09, An Ordinance of the City of North Pole Amending Title 2 Personnel System, Travel and Host Reimbursement (Pgs. 13-16)
- c. Tuition Reimbursement Agreement Request (Pgs. 17-18)

13. Council Comments

14. Adjournment



**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, June 19, 2023, in the North Pole City Hall Chambers.

CALL TO ORDER/ROLL CALL

Mayor Welch called the regular City Council meeting of Monday, June 19, 2023, to order at 7:00 p.m.

Present:

Jeffrey Jacobson – Mayor Pro Tem
DeJohn Cromer – Deputy Mayor Pro Tem
Chandra Clack
Aino Welch

Absent/Excused:

Anton Keller -Alt. Deputy Mayor Pro Tem
David Skipps

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Melissa Dionne

INVOCATION

Given by Mr. Jacobson

APPROVAL OF AGENDA

Mr. Jacobson *moved* to approve the agenda of June 19, 2023

Seconded *by* Ms. Welch

Mr. Jacobson *moved* to amend the agenda of June 19, 2023, to consent the following items:

New Business

- a. Approval of FNSB/CNP Emergency Medical Services/Ambulance Contract Renewal (Pgs. 12-28)

Seconded *by* Ms. Welch

On the Amendments

DISCUSSION

None

PASSED

Yes: 5 – A. Welch, Clack, Jacobson, Cromer, Mayor Welch

No: 0

Absent: 2 - Keller, Skippis

On the Agenda as Amended

DISCUSSION

None

PASSED

Yes: 5 – A. Welch, Clack, Jacobson, Cromer, Mayor Welch

No: 0

Absent: 2 - Keller, Skippis

APPROVAL OF MINUTES

Ms. Welch *moved* to approve the minutes from the 6/5/2023 meeting.

Seconded *by* Mr. Cromer

On the Minutes

DISCUSSION

None

PASSED

Yes: 5 – A. Welch, Clack, Jacobson, Cromer, Mayor Welch

No: 0

Absent: 2 - Keller, Skippis

COMMUNICATIONS FROM THE MAYOR

- On June 6, the Mayor and Mr. Wallace met with 2 Bears Consulting to talk about updates on grant progress.
- On June 8th the Mayor met with the Assistant Secretary of the US Air Force, he oversees installations, housing and infrastructure, to talk about the idea of starting a public/private partnership. The discussed the ongoing housing issue and the Mayor said that he would share more about this at a later date.
- On June 9th he was shadowed by our student intern.
- The Mayor also shared that he attended a celebration of life for Andie Rice at harvest Church on June 10th, he was asked to speak.
- Last week he and Council woman Welch hosted a Romanian delegation who were visiting the area. They talked about insulating water pipes in the colder temps.
- On June 15th he met with Mr. Kelly Patrick, the Operational Vice President of Ballard Corp. from Louisiana, who was here at the request of Kelly Schubach. They are looking to invest in the area and bring adult assisted and senior care housing. Mr. Patrick was interested in a property on 6th and is taking the information back to the board.
- On Father' Day he was hosted by the Executive Observers program with the Civilian Advisory Board at the Greens. Along with his wife at his table was a Major General from the Philippines, there were many representatives from Endo China there. They were in the area observing the Red Flag exercise.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

- Mr. Cromer asked about the Mayor's meeting with the Ballard Corp. and why a company from Louisiana would be interested in investing in a facility here in North Pole.

The Mayor shared that Ballard has assisted care facilities in the Washington state area as well as other parts of the US and they realize that Alaska is ripe for investment. We do not have enough affordable senior housing or assisted care and they see that need.

- Mr. Jacobson asked to make sure that the change in the July meeting dates makes it to the website and FB so that the public knows about the change.

Mr. Cromer asked for further info on the 'housing problems' on ESFB that the Mayor mentioned.

- The Mayor said that it is the same problem, there is not enough housing, and that he would have more about it at a later date.

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

- None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Lt. Smith

- Things are looking up hiring wise, the new detective, Justin Cash, starts tomorrow and will be doing his admin week with Lt. Smith for the next 4 days or so. The new Sargent, Michael Templin, is in the process of driving up from Alabama right now and should be here in the next few weeks. They are waiting to hear back on the final medical exam for the last officers, Tyler Nicholson and Nicholas Davidson. With those 2 officers the department will be where they need to be, but the 2 new officers are new and still have to attend the academy and will not be fully trained until April/May.
- Sgt. Dykeman is in Soldotna doing an advanced leadership course called LEEDA and Sgt Pergande is working on an interview and interrogation class.
- Lt. Smith will be meeting with Chief Dutra on the 27th to discuss the final planning stages of the new cameras and door locks in the addition.
- The residence on 5th has been brought into compliance, he finished within a few days of the deadline. They are now focusing on the nuisance property on 6th.
- The department will have 8 officers at the 4th of July parade.
- The JAG grant has been submitted for this year, but they decided to change the deadline to October due to having so few submissions.
- Lt. Smith asked if anyone had any questions about the public safety assistant job description that is in the works.

Mr. Jacobson asked when the position was going to be posted?

- Lt. Smith responded as soon as possible.

The Mayor said that the position description is in the works for the position and it should be ready to post soon. He also asked Lt. Smith how we are looking on staffing with the 2 new officers coming on board.

- Lt. Smith responded that they will be fully staffed at 13, assuming that the new officers pass the academy and the field training. The Lt. shared that in the entire time that he has been with the city, they have been

fully staffed for only 7 of those months.

Ms. Welch shared that she recently did a ride along with Officer Bluhm. She said he was an excellent officer, quick to explain things to her, an arrest was made so she got to witness that and get a ride to the jail and see that part of the process. She said that she wants everyone to know that we have very competent officers here in North Pole. She said that the officers aren't out there trying to get people for being stupid, they are there for the safety of the city and the families who live here. She said that she is planning to write up a little something on the time she spent with Officer Bluhm to use on the FB pages and website.

Fire Department, Chief Heineken

- The Fire dept. crews started hydrant testing today in the city. For the next 2 weeks they will be testing all of the hydrants in the city. This does involve a lot of water flow out of the hydrant, it could also potentially cause noise in the plumbing in the surrounding houses or discoloration of the water. These effects have significantly decreased over the last few years so they do not think this will be too much of an issue. This is an annual test that happens every summer.
- The new engine is still sitting in Oregon, it is scheduled to be in Tacoma and on the barge the first week in July. He has asked why the engine has been sitting there for over a month, there was a small check list of things to do on it for the delivery inspection, but he is not sure why it is taking so long. Hopefully this is the last delay that we will see. He is still hoping that it will make it here in time for the fire dept. open house on July 29th.
- The latest hire has started in the last 2 weeks, he is doing well and working through his check list of processes. They did the testing and process for the hiring list recently and will be finishing that up tomorrow and are hoping they can make a job offer to the top candidate to fill the remaining open spot with the department.

The Mayor asked if Chief Heineken had any concerns about the 4th of July parade route or any issues with fireworks this year.

- Chief said that he has no concerns and is happy to see the parade back and is looking forward to participating in it. As far as the fire season goes, right now we are looking good, but things here can change quickly so he isn't going to hold his breath yet, but if things continue like they are we should be fine for fireworks for the 4th.

Mr. Jacobson asked about the numbers for the volunteer fire fighters. He also asked if those volunteers have access to the training that the department has to offer.

- Chief Heineken said that we have a small handful of good, dedicated volunteers. That number ebbs and flows quite often now days. The volunteer fire departments across the states, not just here, have really struggled in the last couple decades. He said years ago the volunteers that they had were mostly community members, now it is more younger people who are interested in a career in the fire service. And the benefit to these volunteers is free training, experience and certifications that they can use on their resume.

Finance, Tricia Fogarty

- Ms. Fogarty let the Council know that Michelle Peede was back from vacation and was immediately put to work on payroll and the audit.

- The bank statements were not ready to be sent out, but Ms. Fogarty did send out the May interest numbers from AML. She said that next month she will do a last year/this year comparison on the interest.

The Mayor shared a statement from the borough that as of June 16, 2023, the certification from the property taxes real property is \$377, 331,203, the exemptions for residential is \$19,854,635 and the state exemption value is \$23,928,000. The net receivables is expected to be \$1,168,000.

Director of City Services, Danny Wallace

Special Topics

Moose Creek

- Last week, I toured ongoing project areas at Moose Creek with Respec's Project Manager, Karen Brady. HC continues to do soil work (mounding over water pipe locations and hydroseeding). That work should be completed by the end of the month.
- Antenna replacements continue. As of last week, approximately 90% had been replaced. But we anticipate those swap outs by Respec will continue throughout the Summer.
- Digital files of all Moose Creek documentation have been completed and we are in the process of sending those to the Air Force. More importantly, we'll have both paper and digital copies of all information on the project (at the address-level) for future information requests.

Building Department

- IGU paid their permit fees and are now working to install approximately 30 new gas installations to customers within City Limits.

Public Works Department

- Summer operations continue – folks are beginning to rotate out for well-deserved summer leave
- We are beginning to consider options for soliciting bids for snowplowing for next year (our three-year contract with Phil Hubbard ended last winter). Beginning on Oct 1 2023, we'll need to have a new contract in place.
- Fairbanks Soil & Water Conservation District Youth Corps, along with our Public Works Summer Crew, repaired and removed weeds from the Rain Garden (next to the NPPD and Admin Parking Spaces). This site collects rainwater from the roofs and feeds to the plants in the garden. They also reinstalled the plaque describing the project.
- We met with the DOT installers for the North Pole Street Light installation in the City Main area. They will begin work either this week or next, pending final approval from DEC. DOT mentioned that they will go to each home in the area and drop off a flyer (and we're waiting for that to send out).

Utility Department

- The water leak that occurred behind Hotel North Pole was temporarily fixed last month, but we're still awaiting parts to complete the repair. The repair site will remain gravel until we receive the parts (we'll have it paved after that).

- Rod Stanton is in the process of completing repairs to the sewer line at the NPPD – they installed a heat trace to try and keep the line from freezing during the winter. This was warranty repair work as part of the COVID wing project (no additional cost to the City).
- Old City Water Plan painting project: I hosted a meeting with a few citizens, led by Tammy Randolph, to discuss the future of that project. She delivered a petition signed by local businesses in opposition. I mentioned that we would move forward with a proposal to the Council, after the school year begins, with at least three options for painting, and offer other options to include leaving the building as is (white) or putting a fence around the property. I also emphasized that the process would be transparent, and the options would be publicized prior to going to the Council.

Human Resources, Ellen Glab

- Ms. Glab joined us via Zoom, she has been working on audit things and making sure that the electronic files are labeled correctly and easily accessible for the auditors.
- She is working with the Mayor on some new legislation that has recently come out there will be more on that later.

The Mayor asked if she was referring to the pregnant workers act?

- Ms. Glab said yes, she was just notified about it and acknowledge that we will not meet the deadline for having this in effect. Although she did say that 43% of the businesses and cities around the nation will also not be able to meet that deadline. She has completed the working and sent it to AML for review and will have it to the Council for the next meeting.

Ms. Clack asked about the HR training and the timing of them.

- Ms. Glab responded that she is asking employees/Council to complete 1 a month and she is offering a group session, each month, here at City Hall to anyone who still needs to complete them.

Borough Representative

- Ms. Clack attended the last borough meeting on June 8th. The meeting did not get over until almost 1am. The city was interested in the Brookside Park ordinance that was on the agenda, but they did not get to it during the meeting. It is on the agenda again for Thursday at the continuation of the meeting.

City Clerk's Office, Melissa Dionne

- Ms. Dionne shared that the website went live this morning and she has gotten a few inquiries into it screwing up. She said that it is not a screw up, that the site needed to go live before the new certificate could be issued for it. There should be no more issues after tomorrow.
- She let the Council know that a piece of paper is being circulated to them for their signatures. It is a certification from the last election that she did not know was needed. She has let the State know that it is in the works and will send it as soon as everyone signs it.

The Mayor asked about the summer AML conference in Homer and if the City should be a sponsor in the Defense Forum that is coming up in August.

- Ms. Dionne said that no, she has not received anything lately and that they could talk about the Defense Forum.

ON GOING PROJECTS

- Garry Hutchison from Alliance CPAs was with us tonight to give an update on the city financial audit.
- Howard Rixie with the North Pole Community Chamber of Commerce was also with us to give us an update on events coming up in the city.

New Business

- Resolution 23-09, A Resolution of the North Pole City Council to Extend the Deadline for the Completion of the Annual Independent Fiscal Audit

On the Resolution

DISCUSSION

None

PASSED

Yes: 5 – A. Welch, Clack, Jacobson, Cromer, Mayor Welch

No: 0

Absent: 2 - Keller, Skippis

COUNCIL COMMENTS

- Ms. Welch again thanked the police department for allowing her to ride along for a night. She said that after spending 9 hours in a bullet proof vest she sees that the vest is a very good place to rest your arms when you are just standing around waiting. She said the vest did not protect them from the mosquitoes though. On a personal note, she is having fun getting her garden in. She asked everyone to keep warmer weather in their prayers so that everyone's gardens can start producing food. She said that when they were at the golf course yesterday that they have not opened the putting greens yet because the temp of the ground wasn't 50 degrees so the grass was not growing. She asked that everyone please think about the rules for driving, do not take your motorized vehicles on the street if they are not registered and to make sure that everyone is wearing a helmet. She asked that everyone listening please treat police officers with respect, as they are treating you with the same respect.
- Ms. Clack reminded everyone that the meeting at the library with 3 Bears is coming up later this week.
- Mr. Cromer said happy Juneteenth to everyone. He attended a celebration at the park hosted by the NAACP. They had food and activities for the kids. His niece won a bicycle and was very happy. Also he wanted to wish his daughter a happy birthday.
- The Mayor said that the last 3 weeks have been a whirlwind. The combined heat and power plant is at a standstill. He said that he is dismayed with the info that he received from General Naholm last night and what it means for our future and that when he learns more about that he will share it with the Council. He said that he is working on getting businesses to come here and to be able to bring a major corporation here to build, not only assisted care facilities, but senior housing, could speak volumes to what this community needs. He said that the housing that he is trying to see built in the city is not just for military,

but it's for families and our community as well.

ADJOURNMENT

Ms. Welch *moved* to adjourn.

Seconded *by* Mr. Jacobson

The regular meeting of Monday, June 19, 2023, adjourned at 8:35 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, June 19, 2023.

ATTEST:

Melissa Dionne, City Clerk

ORDINANCE NO. 2023-08

AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING TITLE 2
PERSONNEL SYSTEM

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

WHEREAS, the City of North Pole wishes to amend the Municipal Code to confirm to the
requirements of the federal Pregnant Workers Fairness Act; 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 Administration and Personnel, Chapter 2.36, Personnel System is hereby
amended in the North Pole Code of Ordinances as follows: [new text in red, deleted text in
strikethrough].

2.36.292 Reasonable Accommodations for Pregnant Workers Policy

- A. As required by the federal Pregnant Workers Fairness Act (PWFA), The City of North Pole will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth, or related medical conditions, unless accommodation will cause undue hardship.
- B. An employee or applicant may request accommodation due to pregnancy, childbirth, or a related medical condition by submitting their request to human resources (HR). Written requests and notes about discussion will be maintained in the employee's confidential medical file. The accommodation request should include a description of the employee's pregnancy-related limitations, and the proposed accommodations or alternatives, if any, that the employee considers to be reasonable. The employee may be asked to submit a healthcare provider statement or information to support the request, as permitted by applicable law.

When a request for accommodation is received, HR will contact the employee or applicant to discuss the request and appropriate accommodation(s). HR will advise the employee if it

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determines that the employee's requested accommodation would pose significant difficulty or expense, i.e., undue hardship, or if a different accommodation is preferred or selected by the City. The City will not impose accommodations without first discussing the matter with the employee.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the employee to:

- 1. Sit while working
- 2. Change in parking spot
- 3. Schedule modification
- 4. Modification of authorized apparel and larger or additional safety gear
- 5. Longer or added breaks to use facilities, rest, eat, and/or hydrate
- 6. Take time off to recover from childbirth.
- 7. Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

C. An employee may request paid or unpaid leave as a reasonable accommodation under this policy. The City of North Pole will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

D. The City of North Pole prohibits any retaliation, harassment, or adverse action due to an individual's request for accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

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

ADOPTED THE ___ DAY OF JULY 2023.

Mayor Michael W Welch

ATTEST:

Melissa Dionne, City Clerk

PASSED/FAILED Yes: No: Absent:

ORDINANCE NO. 2023-09

AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING TITLE 2
PERSONNEL SYSTEM, TRAVEL AND HOST REIMBURSEMENT

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

WHEREAS, the City of North Pole wishes to amend the Municipal Code to confirm to the
requirements of the City; 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 Administration and Personnel, Chapter 2.36, Personnel System is hereby
amended in the North Pole Code of Ordinances as follows: [new text in red, deleted text in
~~strikethrough~~].

2.36.220 Travel and host reimbursement.

A. Travel Authorization, Required.

1. When employees or members of the City Council are required to travel for the City on
official business it shall be in accordance with the following guidelines.

2. All travel is planned, approved, budgeted and controlled at the department level,
except in specific cases:

a. Authorized travel approved in the budget requires no further approval beyond the
departmental level. If, however, it becomes apparent that the total travel cost will
exceed the budget estimate, additional funds must be appropriated in order for travel
to occur.

33 b. All department head travel shall be authorized by the Mayor, prior to travel,
34 specifically the Fire Chief, Police Chief, Director of City Services and the City
35 Accountant.

36 c. The City Clerk must submit a budget estimate for City Council related travel to
37 the City Council at the budget session each year listing expected Council travel for
38 the next year; approval of the budget constitutes approval for travel listed in the
39 budget.

40 d. The City Clerk and the Mayor must submit a budget estimate for their related
41 travel to the City Council at the budget session each year listing expected travel for
42 the next year; approval of the budget constitutes approval for travel listed in the
43 budget.

44 3. All travel on official City business shall be approved by an employee's supervisor, using
45 the travel authorization form, prior to departure.

46 4. Travel on official business for the City by a single employee or member of the City
47 Council shall be via public carrier at the most economical/practical fare possible (e.g.,
48 coach airfare, economy limousine service, etc.).

49 a. If the employee or member of the City Council is authorized or required to travel
50 by private vehicle, the employee or member of the City Council shall be paid
51 mileage at a rate equivalent to the current Internal Revenue Service mileage
52 allowance, not to exceed the cost of equivalent coach airfare.

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54 i. The employee or member of the City Council is required to complete a
55 Mileage Reimbursement Form to be paid for mileage. The form will contain
56 the details of the travel, including to, from and reason for the travel. The
57 form shall cover no more than a Quarterly (January-March, April-June, July-
58 September, October-December) time period and is due no later than 10 days
59 into the next Quarter.

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

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63 ADOPTED THE ___ DAY OF JULY 2023.

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ATTEST:

Melissa Dionne, City Clerk

Mayor Michael W Welch

PASSED/FAILED Yes: No: Absent:



CITY OF NORTH POLE

Alaska

City of North Pole Tuition Reimbursement Agreement

2.36.231 Tuition reimbursements.

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

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

Department:

North Pole Fire Department

Employee Name:

Parker Jarvis

Date of request:

6/27/23

Course Work Desired:

Human Anatomy and Physiology II - Biol F112X

Education Institution:

University of Alaska Fairbanks

Course Dates:

July 5th - August 11th 2023

Cost of Course work:

\$2,080.00

Departmental Approval

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

Department Head Signature: _____ 

Date: 6/27/2023

City Council Approval

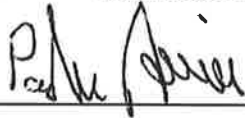
This agreement was approved by the City Council on the ____ day of _____,
_____: (Minutes attached)

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: _____