



CITY OF NORTH POLE
Regular Meeting
October 2, 2023
City Hall Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, October 2, 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 Skippis	907-750-5106

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Invocation
4. Approval of Agenda
5. Approval of the Minutes from 9/18/2023
6. Communications from the Mayor
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
 - a. Ordinance 2023-12, An Ordinance of the City of North Pole Amending the Causes for Disciplinary Action for City of North Pole Employees. Page 13
 - b. Ordinance 2023-13, An Ordinance of the City of North Pole Amending the Leave Policy for City of North Pole Employees. Page 16

12. New Business

- a. Request to Pay Blackhawk Works to do City Wide Brush Cutting. Page 20
- b. Approval of Liquor License Transfer – Three Bears Alaska, Inc. Page 22
- c. Resolution 23-15, A Resolution Of The City Of North Pole To Authorize The City To Submit To The State of Alaska Land and Water Conservation Fund Grant Application To Assist With Playground Equipment Purchase and Installation at Highway Park. Page 34

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, September 18, 2023, in the North Pole City Hall Chambers.

CALL TO ORDER/ROLL CALL

Mayor Welch called the regular City Council meeting of Monday, September 18, 2023, to order at 7:00 p.m.

Present:

Mayor Welch
DeJohn Cromer – Deputy Mayor Pro Tem
Anton Keller -Alt. Deputy Mayor Pro Tem
David Skipps
Chandra Clack
Aino Welch

Absent/Excused:

Jeffrey Jacobson – Mayor Pro Tem

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Melissa Dionne

INVOCATION

Given by Mr. Skipps

APPROVAL OF AGENDA

Ms. Welch *moved* to approve the agenda of September 18, 2023

Seconded *by* Ms. Clack

On the Agenda

DISCUSSION

None

PASSED

Yes: 6 – A. Welch, Clack, Cromer, Keller, Skipps, Mayor Welch

No: 0

Absent: 1 - Jacobson

APPROVAL OF MINUTES

Ms. Welch *moved* to approve the minutes from the 9/5/2023 meeting.

Seconded *by* Mr. Skipps

On the Minutes

DISCUSSION

None

PASSED

Yes: 6 – A. Welch, Clack, Cromer, Keller, Skipps, Mayor Wech

No: 0

Absent: 1 – Jacobson

COMMUNICATIONS FROM THE MAYOR

- Mayor Welch read the Student of the Month Proclamation to Danika Dawley.
- Mayor Welch shared that on September 2nd and 9th he was at KJNP on 'The Coffee Cup'.
- On September 13th he was with the FAST policy board meeting, he said they had a lot to talk about and the meeting ran 4 hours long. One of the things that they had collaborated on was to work with the Mat Su Valley and their start up a Metropolitan Planning Organization. May Su has never had one and they are asking for assistance with it. That would mean that there is a continuous run of highway improvements from Fairbanks all the way down to Girdwood. They also had an executive session to talk about staff annual evaluations. From those discussions the COLA came out to 5%, the Merit pay to 1.5% for 2024. If anyone would like to know more, they can go to the FAST website and read the minutes.
- Today he was with Brent Sheets talking about the combined heat and power project with the IGU. They were talking about natural gas rates to run the generators. If they were to buy it today with possible interruptions in the flow it would cost \$32.80 per mmbtu. With no interruptions it is \$22.08. After they finish discussions with the IGU the next step will be getting a power use agreement from GVEA.
- Tomorrow he will be meeting with Alliance Accounting. They are telling us that they will not be able to provide us with auditing services next year.
- On September 22 at 6:00pm he will be attending the Air Force Ball.
- He thought that he was going to be going to Washington to meet with Dr. Chaudhry, Assistant Secretary to the Air Force, but they are coming here instead in October on their tour of the Pacific Air Forces.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

- None

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

- Mr. Benjamin Williams was with us tonight to talk about why he is running for Council in October and to give everyone a little more detail about him.

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Chief Dutra

- Chief Dutra was not with us tonight.

Fire Department, AC Chambers

- AC Chambers reported that the new command truck has been received from Auto Trim where it was being upfitted and it has been placed into service. That means that the F150 that was being utilized can be used for the battalion vehicle instead of the 1 ton that is typically used for use with the trailer. That truck is rough and not one that they want to be using so often.
- Last week they had a few school classes come visit the station, they had about 90 students and they wanted to talk about PFAS. AC Chambers said they went over the history of PFAS and all of the things associated with it and with the fire service in general, where it came from and what it is used for. He said it was a good time. And they were happy to have them.
- They added 5 new volunteers last week, which puts them back at full staff for all positions volunteer, part time and career. They have 2 career hires that are working through their advanced EMT training that they must complete within their first year and they are knocking it out of the park. They also have 2 volunteers that are in the basic EMT class. One of them is a remarkable young lady named Nita Kozey that came to them as a junior fire fighter and now that she is 18 has expressed a desire to be one of the resident fire fighters, she is doing great things and has a great service minded attitude and they are happy to have her be with us.
- This week there is an are wide trench rescue training they have the trailer full of recue gear and will be participating in that as much as they can as they are kind of hurting on staff with hunting season.
- In October there is a fire officer class that all of the departments in the area pitched in to sponsor together and to share the instruction needs. They have 3 members that will be attending that. He said that professional development is on the rise and they are happy to have that. Some of the officers, including himself, will be helping as instructors in that training.
- This Friday they have a meeting with the City of Fairbanks Crisis Now coordinator Brend McFarlane to discuss their program and the mobile crisis team resources that are available in our area. This is a new program that he has been involved in since it's inception back when he was with the City of Fairbanks so he is very familiar with the program and he is excited to see where it has gone. This program is important to him because they have a number of calls in our service area who are 'regular users' or 'high volume' users and this people need help but it is not an advanced life support ambulance that they need, they need different help, they need assistance form case workers or something that is going to solve their problem. It is both on the mental health side and in our aging population and this is an issue that we are going to have to address and this is a good first step.
- AC Chambers said that he was recently contacted by Alaska Medicaid regarding the SEMT application we recently turned in and they will be doing a virtual site visit on Friday.

Finance, Tricia Fogarty

- Ms. Fogarty let everyone know that she gave everyone an interest statement from the AML account tonight.
- She said that looking at the year to date we are looking good on our revenues. That it looks like we will need to adjust a few things because we are receiving more than we budgeted for.
- Michelle Peede is working on the bank reconciliation and as soon as she has that done Ms. Fogarty will send out financials.

The Mayor asked if there are any anomalies that are standing out that might give her the impression that we will not make our budget this year. Perhaps with the tobacco tax.

- Ms. Fogarty said that it looks like the tobacco tax might come in a little bit lower than what was anticipated. She also said that we did just receive money for the property taxes that were collected in August, we received \$555,000.

Director of City Services, Danny Wallace

Special Topics

Ballot Proposal Flyer

- The flyer describing ballot initiatives 1 and 2 went out to all voting households in City limits on Friday. You should begin seeing it in your mailboxes this or next week. The cost was a little over \$800. These explain both propositions:
 - PROPOSITION 1: Authorizes North Pole to Apply for and accept a \$1.5 Million Forgivable Loan to Mitigate Emerging Contaminates (to include PFAS)
 - PROPOSITION 2: Authorizes the City of North Pole to Accept a \$653,000 Loan to design New Water Mains to Address Potential Water System Failure

Strategic Plan for Infrastructure

- We are meeting twice per month working on a Strategic Plan for Infrastructure to lay out the City's needs for both PW and Utilities. We'll have our second meeting this week and will work on a timeline of projects and funding strategies for each. This effort will support budget planning and the budget discussions with the city slated for next month.

Combined Heat and Power

- The CHP continues to move forward. As you know, the project requires financing and commitments from IGU (gas supply) and GVEA (power purchase agreements). During the past couple of weeks and today, the city held meetings with IGU and GVEA on MOUs for gas supply and power purchase. We are also working on funding options with Harrison Street and will meet with them in the next few days to review what they can bring to the table.

Building Department

- We're continuing to work with Three Bears on utilities permitting requirements as well as FNSB on the Wescott Pool upgrades. Both projects are moving forward as planned.

Public Works Department

- Summer paving should conclude in the next couple of weeks – you'll see this in selected spots throughout the city.
- We received three bids for snow removal, and you'll see those in your packets. We're recommending that Phil Hubbard be approved as the contractor for snow removal next year. His bid was competitive and scored the highest in the quality evaluation comparison. Of note, this contract can be renewed for one year for a total of three years (if the City and Hubbard agree). Additionally, the Council approves the renewal each year. Approving this request and the contract puts us on track for the start date of Oct 1st.
- Work on the Candy Cane light poles continue, and they are currently in Graham Construction's shop being prepped and painted. The current completion date is slated to be in 2-3 weeks. They do plan to do batches of poles (about 5 per time) and to install as they get finished.
- PW continues to focus on brush cutting and tree removal to prep for winter along with office renovations for the new Deputy Clerk / HR office.

Utility Department

- On September 26-28, the State of Alaska will be hosting the EPA-Western States Area Wide Optimization Program (AWOP) workshop in Fairbanks. This is an event that occurs at least once per year and rotates among states, and this will be the first time for Alaska in many years. On the 27th, they will start with a tour of the Water Treatment Plant (WTP) and hopefully the Moose Creek pump station. They will use that location as a practical exercise for gathering water quality data and will provide a report to North Pole Utilities.
- Utilities also has a visit from NP High School Chemistry class and Ms. Rebecca Missler for three sessions on Wed and Thursday. They'll have about 30 students for each visit and Paul Trissel will provide a brief tour of the facility.
- Nothing else significant to report from the water and sewer utilities departments, although the upcoming ballot propositions are important for our future ability to provide clean water.

The Mayor asked Mr. Wallace if he had gotten an invite regarding an online Infrastructure event on October 4th at the University of Washington. The Mayor said that he would forward the email.

- Mr. Wallace said that he had not received that but did say that he will be in Anchorage next week for an infrastructure conference.

Borough Representative

- Ms. Welch attended the FNSB meeting on 9/14/2023.
- Topics for this meeting were a new marijuana business that the did a 'no contest' on, a new liquor license for College Town Pizzeria, and a transfer of a liquor license from Gold Hill to Three Bears.
- There was also an Ordinance that pertains to aggressive animals on the agenda. Previously the ordinance in effect said that an animal that bit was considered a dangerous animal, there was no graduation. The new Ordinance added a new category called a nuisance animal, as well as it takes into consideration a wounded animal that bites someone trying to help it. The new wording is 'accidental' bite. They are also giving animal owners an avenue to have the designation of 'dangerous' in reference to their dogs removed pending certain rules.

City Clerk's Office, Melissa Dionne

- Interviews were held last week for the City Clerk and HR/Deputy City Clerk, the top 3 candidates' applications have been sent to Detective Cash for background checks. We should know more in the next few days.
- Elections are coming up, don't forget to vote on October 3rd.
- Ms. Dionne let everyone know that she will be out of the office beginning Friday and through the next week.

ON GOING PROJECTS

- The Mayor let everyone know that on the agenda for the next meeting will be the approval of the liquor license transfer for Three Bears. He did say that the Three Bears here in North Pole will most likely not make their March opening day, it will more likely be closer to Memorial Day. Also, he is happy to say that Three Bears has signed a contract with Pan Alaska to provide the structural modular system for the

next 4 Three Bears that will be built in Alaska.

NEW BUSINESS

- Ordinance 23-11, An Ordinance of the City of North Pole Amending Title 2 Chapter 36 Personnel System

Ms. Clack *moved* to approve Ordinance 23-11

Seconded *by* Ms. Welch

All the Council members in attendance asked that their names be added as sponsors to this Ordinance.

On the Ordinance

DISCUSSION

None

PASSED

Yes: 6 – A. Welch, Clack, Cromer, Keller, Skipps, Mayor Wech

No: 0

Absent: 1 - Jacobson

- Ordinance 23-12, An Ordinance of the City of North Pole Amending the Causes for Disciplinary Action for City of North Pole Employees

Ms. Clack *moved* to forward Ordinance 23-12

Seconded *by* Ms. Welch

On the Ordinance

DISCUSSION

None

PASSED

Yes: 6 – A. Welch, Clack, Cromer, Keller, Skipps, Mayor Wech

No: 0

Absent: 1 – Jacobson

- Ordinance 23-13, An Ordinance of the City of North Pole Amending the Leave Policy for City of North Pole Employees

Mr. Skipps *moved* to forward Ordinance 23-13

Seconded *by* Ms. Welch

Mr. Skipps *moved* to Amend the Ordinance by adding 'Ant and all excess leave, above the maximum accrual, not used within the calendar year will be forfeited' after line 56.

Seconded *by* Cromer

On the Ordinance as Amended

DISCUSSION

None

PASSED

Yes: 6 – A. Welch, Clack, Cromer, Keller, Skipps, Mayor Wech

No: 0

Absent: 1 – Jacobson

On the Ordinance

DISCUSSION

None

PASSED

Yes: 5 – A. Welch, Clack, Jacobson, Skipps, Mayor Wech

No: 0

Absent: 2 – Cromer, Keller

- Resolution 23-14, A Resolution of the North Pole City Council Authorizing the City to File an Application with the Alaska Department of Environmental Conservation State Revolving Fund Program for a Grant Under the Alaska Drinking Water Fund

Ms. Clack *moved* to approve Resolution 23-14

Seconded *by* Mr. Cromer

On the Resolution

DISCUSSION

None

PASSED

Yes: 6 – A. Welch, Clack, Cromer, Keller, Skipps, Mayor Wech

No: 0

Absent: 1 – Jacobson

- Approval of Snow Removal Contract Award

Ms. Welch *moved* to approve the Snow Removal Contract Bid

Seconded *by* Mr. Cromer

On the Resolution

DISCUSSION

None

PASSED

Yes: 6 – A. Welch, Clack, Cromer, Keller, Skipps, Mayor Wech

No: 0

Absent: 1 - Jacobson

- Resolution 23-14, A Resolution of the North Pole City Council Authorizing the City to File an Application

with the Alaska Department of Environmental Conservation State Revolving Fund Program for a Grant Under the Alaska Drinking Water Fund

Ms. Clack *moved* to approve Resolution 23-14

Seconded *by* Mr. Cromer

On the Resolution

DISCUSSION

None

PASSED

Yes: 6 – A. Welch, Clack, Cromer, Keller, Skipps, Mayor Wech

No: 0

Absent: 1 - Jacobson

- Resolution 23-14, A Resolution of the North Pole City Council Authorizing the City to File an Application with the Alaska Department of Environmental Conservation State Revolving Fund Program for a Grant Under the Alaska Drinking Water Fund

Ms. Clack *moved* to approve Resolution 23-14

Seconded *by* Mr. Cromer

On the Resolution

DISCUSSION

None

PASSED

Yes: 6 – A. Welch, Clack, Cromer, Keller, Skipps, Mayor Wech

No: 0

Absent: 1 - Jacobson

COUNCIL COMMENTS

- Mr. Skipps thanked Mr. Williams for his comments tonight. He let everyone know that the 23rd is the Mayor's Bowl, North Pole High School against Lathrop at 7:00pm.
- Ms. Welch said that she is thinking that winter is coming whether we like it or not, talking about the snow plowing contract tonight has been another reminder. She said it is time to bring in anything that you don't want to freeze. She has been looking at the things that are growing in her garden that she would like to be able to harvest later, she is going to bring them into the house under some light to see if she can get a little more out of it. She reminded everyone for safety reasons since it is getting dark out to make sure you are looking out for youngsters and adults alike. She said she does not understand why people think it is totally okay to go out at night in totally black clothing and expect to be seen. Maybe they should consider adding some reflectors or something if you're going to be out and not on a sidewalk., your life might depend on it.
- Mr. Keller shared that since he was not at the last meeting and was unable to give a report on the borough meeting he attended that he did email his comments to the Clerk. He said that the feeling of

appalled is the feeling of the borough meeting and our place there as North Pole representatives. He said that it was interesting to have a formal conversation with the chair and then also an informal one afterwards pertaining to the really subjective interpretation of what muffles us with making comments on some of the things discussed there at the meeting. It is quite interesting, the interpretation of their ordinance. He said it will be interesting to see how this progresses as time goes on and as we continue to have representatives go. He said he has actually considered bringing a short children's book and just reading that as a report, maybe to help teach a lesson about getting along and listening to each other. That aside he said that he is super excited about the direction that we are going as a city. He said that Mr. Williams' thoughts tonight echoed his own about where we are as a city and where we want it to go. He would like the City of North Pole to be the shining example of how cities can come together and use that synergy of working together for the greater good and not just for today, but also in the future and how we can get to the next step. So he is really looking forward to seeing North Pole continue to grow, especially with all these projects we are taking on and the directors who are taking good care of the departments, he is super excited to be even a small part of what the city is doing. He said that he offers his gratitude to the Directors, the ones that are here and the ones who are not, he asked them to extend that thank you to their supervisors and to encourage them to listen to this meeting (just kidding). But really, he is appreciative to be a part of this great community and great team that we have.

- Ms. Clack wanted to thank the City Council and to Benny for coming in and speaking tonight and sharing his thoughts on where we should go as a community. As Anton said she would like to thank the department heads and the excellent job that they are doing. She also wanted to remind everyone to come out on the 3rd to vote. There are some proposals out there that we need input from our citizens on. It would be great if all you guys came out to vote.
- The Mayor said while we are giving kudos to Benny he will say that he worked with him at the FAA on the East ramp at Fairbanks International Automated Flight Service station. Benny was there when he arrived in 1999 and worked there all 13 years and retired before Benny did. He said that Benny was in maintenance and was very proactive in his time there. He said that he is looking into the Housing Task Force, when he went to research it and this is something that Fed Co was supposed to be taking over from the borough, that the last scheduled meeting he saw was May 30. He said previously the meetings were much more frequent than that and that they haven't had one since. He said that he is going to get to the bottom of that and why they haven't been having meetings. He said that maybe every other week he is getting a real estate email, but that is just houses, not the Housing Task Force, it is just a list of house from \$49,900 to \$499,000 which house are on the market, how long they've been on the market and what the average sale price is, but it doesn't tell him about efforts and such. So, he will go back and ask why this has fallen off track. He said that he thinks he knows and that this is his opinion, and he could be wrong, but he thinks that the people who are building don't see anything in the tax abatement that helps them get to where they need to be. He said right now it takes them 10 years, each year they get a small amount, and he doesn't think that it helps them to do the following things, he doesn't think it helps them get the materials they need so badly, or to attract people to work in the construction industry to build the houses, and he doesn't think it helps pay them back for the interest rates that are 8% or higher that they have to pay to go out there and get to make this housing work. He said that there is a part of him that wants to go to the DoD and the Pentagon to explain to the powers that be what we

can do. They wanted to spend \$98 million on a barracks on Eielson. Imagine if we could take just 10% of that and go to builders and say what if we had this pot of money available to you, that would be quite an incentive, he thinks. He said you may ask why it costs so much a square foot up here, it used to be \$170 per square foot, now it is \$272. Part of what you're doing is you're competing for in a local market in the construction industry and a lot of the jobs are on federal installations and they get Bacon-Davis wages, which is twice what they would get working for a conventional contractor. He said that he thinks it is pretty much a crap shoot on these guys to try and figure out if they can make any money. He said that he has had plenty of builders say if they just build a one-bedroom place that they can make that, but once you get larger to 2-3 bedrooms or more than 1100 square feet that they can't make any money off that. He said that he is of the idea that we need to go out and see what really it'll take to get all this going, but he doesn't think it is a property tax abatement that is stretched out over 10 years. So, he will try and get an answer, he said he doesn't know if it'll be a good answer, but he's trying to figure out why we are not doing this. The last time he was at a Housing Task Force was on Monday, April 3rd. He said that what he finds out he will share with the Council.

ADJOURNMENT

Mr. Skipps *moved* to adjourn.

Seconded *by* Ms. Clack

The regular meeting of Monday, September 18, 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, September 18, 2023.

ATTEST:

Melissa Dionne, City Clerk

ORDINANCE NO. 2023-12

AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING THE
CAUSES FOR DISCIPLINARY ACTION 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 up to date with its protections 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 section 300: Causes for Disciplinary Action, are hereby amended in
the North Pole Code of Ordinances as follows: [new text in blue, deleted text in ~~strikethrough~~]
see attached.

2.36.300 Causes for disciplinary action.

A. Employees of the City are expected to follow the generally accepted rules of conduct,
whether posted or not. Causes for disciplinary action, up to and including termination, may
include, but are not limited to, the following:

~~B. Fighting, dishonesty (to include falsification of official records), intoxication or possession
of alcoholic beverages while on duty, possession or use of controlled substances or prohibited
narcotics, willful destruction of City property, gross insubordination, and illegal activities as
defined by State law at the workplace are among the offenses that, depending on the
circumstances, warrant immediate dismissal for cause. (Ord. 98-12 § 2, 1998)~~

1. Violation of the laws of the State of Alaska or the United States or municipal
ordinances, other than minor traffic offenses.

2. Conduct which endangers the peace and safety of others or poses a threat to the public interest.
3. Unjustified and material interference with the work of other City of North Pole employees.
4. Failing to conform to prevailing reasonable standards of conduct.
5. Malfeasance.
6. Nonfeasance.
7. Negligence.
8. Insubordination.
9. Failure to maintain skills needed to perform essential job duties, except where the failure is caused by a legally recognized disability that can be accommodated by the City without undue hardship as defined by the Americans With Disabilities Act of 1990, as amended.
10. Inadequate performance of duties.
11. Unauthorized absence or tardiness.
12. Falsification or unauthorized alteration of records.
13. Falsification of an employment application.
14. Discrimination in hiring, assignment, or promotion.
15. Sexual or other illegal harassment.
16. Violation of the Personnel Policies and Procedures.
17. Drinking any alcoholic beverage during the workday, being under the influence of illicit drugs, alcohol, or the misuse or abuse of prescription drugs during the workday.
18. Falsifying City of North Pole Records.
19. Unauthorized alteration of a time sheet.
20. Unauthorized possession of firearms, weapons, or explosives on the City of North Pole-owned property, excluding certified police officers or any other person required to carry a firearm as part of their duties.
21. Threatening, intimidating, coercing, or interfering with fellow employees on the job, or the public at large.
22. Theft or removal of any City of North Pole property, the property of any City employee, volunteer, or the property of another which is in the temporary care and custody of the City without proper authorization.
23. Gambling or engaging in a lottery at any City of North Pole work area.
24. Misusing, destroying, or damaging any City of North Pole property or the property of any employee.
25. Failure to report an accident with a City vehicle.
26. Deliberately restricting work output of themselves or others.
27. Sleeping during working hours, excluding firefighter employees during times they are authorized to sleep.
28. Fighting (verbal or physical) on City of North Pole premises, or while on City business, or in a City uniform.
29. Any act that endangers the safety or lives of others.
30. Failure to complete required training.

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

82 ADOPTED THE ____ DAY OF OCTOBER 2023.

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Mayor Michael W Welch

88 ATTEST:

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91 _____
Melissa Dionne, City Clerk

PASSED/FAILED

Yes:

No:

Absent:

ORDINANCE NO. 2023-13

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 up to date with its protections 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 section 410: Leave, is hereby amended in the North Pole Code of
Ordinances as follows: [new text in blue, deleted text in ~~strikethrough~~].

2.36.410 Leave.

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

Employees Hired After January 1, 1990

Employee	0 – 3 years	4 years or more
40 hrs/week	17.3	21.8
19-day cycle Fire Dept Shift employees	23	28.75

B. Monetary compensation (leave buy-out) can be authorized up to a maximum of ~~eighty one hundred and twenty~~ **twenty sixty** hours (one hundred ~~twenty sixty~~ hours for personnel on the ~~nineteen-day cycle-shift~~ **Fire Department Shift**), minimum of twenty 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~~ **Fire Department Shift** 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 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. Military leave excluded per NPMC 2.36.170(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 sixty~~ **twenty sixty** hours, except that the maximum leave accrual for ~~nineteen-day cycle~~ **Fire Department** shift personnel shall be four hundred ~~twenty sixty~~ **twenty sixty** 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. ~~Any and all excess leave above maximum accrual not used within the calendar year will be forfeited.~~ If an employee changes from a ~~nineteen-day cycle~~ **Fire Department** 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 Fire Department~~ shift, or vice versa, shall be as follows:

a. From a forty-hour-per-week shift to a ~~nineteen-day cycle Fire Department~~ 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 Fire Department shift~~ 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 Fire Department~~ shift;

(d) = new accrued leave balance.

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

b. From a ~~nineteen-day cycle Fire Department~~ shift ~~schedule~~ 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 Fire Department~~ 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 Fire Department~~ shift;

82 (d) = new accrued leave balance.

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

83 H. All personnel not working ~~the nineteen-day cycle~~ a Fire Department shift schedule will
84 accrue leave as forty hours/week employees.

85
86 Section 3. Effective Date. This ordinance shall become effective December 31, 2023.

87
88 ADOPTED THE ____ DAY OF OCTOBER 2023.

89
90
91
92 _____
93 Mayor Michael W Welch

94 ATTEST:

95
96 _____
97 Melissa Dionne, City Clerk

PASSED/FAILED

Yes:

No:

Absent:

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

City of North Pole
Director of City Services

Memo

To: City Council
From: Danny Wallace

Date: 28 September 2023
Subject: Bill from BlackHawks for Ditch and Fence Clearing

City Council:

We received a bill from BlackHawk Works for \$30,800 for ditch and fence clearing throughout the City. This includes seven separate areas to include a 1.2 mile stretch from Lawrence Road to the Grange and along 8th Ave. The work was completed on September 12th and met the City requirements for this task. The bill for this work is attached.

Recommend that the Council approve payment on this bill.

If you have any questions, please contact me.

Respectfully,



Robert (Danny) Wallace
Director of City Services
North Pole, Alaska

BlackHawk Works

2388 Dawson Road
North Pole, AK 99705

Invoice

Invoice #: 7335
Invoice Date: 9/13/2023
Due Date: 9/28/2023
Project:
P.O. Number:

Bill To:

City of North Pole
125 Snowman Ln
North Pole, AK 99705

Date	Description	Amount
9/12/2023	H & H road mulching 5-6 ft along going to the refinery on the left hand side of the road down to dirt road on th end	2,800.00
9/12/2023	NPHS Blvd by the high school cut/mulch 10ft into ditch	2,700.00
9/12/2023	Homestead Road mulching right hand side on road down to 1st Ave	1,600.00
9/12/2023	Rosson's Crossway to 4th Ave 5-10ft both sides of road	1,500.00
9/12/2023	1st Ave to Old Rich small spot to Old Rich	800.00
9/12/2023	Corner of Final and Parkway down to Hotel North Pole 5-10ft. Parkway all the way down to roundabout both sides.	1,400.00
9/12/2023	Clearing the bike path from Laurence Road to Grange. Both sides of the bike path and the fence on the bike path side. After the Grange, clear both sides of bike path and fence line down to 8th Ave.	20,000.00

If bill is not paid within 30 days of date on invoice an 18% late fee will be added.

Total \$30,800.00

Payments/Credits \$0.00

Balance Due \$30,800.00

Phone #

(907) 488-5263

E-Mail

blackhawkworks@yahoo.com



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

What is this form?

This transfer license application form is required for all individuals or entities seeking to apply for the transfer of ownership and/or location of an existing liquor license. Applicants should review **Title 04 of Alaska Statutes** and **Chapter 304 of the Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260, AS 04.11.280, AS 04.11.290, and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

Section 1 – Transferor Information

Enter information for the **current** licensee and licensed establishment.

Licensee:	Petro Star Inc.	License #:	2731		
License Type:	Package Store	Statutory Reference:	04.11.150		
Doing Business As:	Sourdough Fuel				
Premises Address:	3330 Badger Road				
City:	North Pole	State:	Alaska	ZIP:	99705
Local Governing Body:	Fairbanks North Star Borough				

Transfer Type:

- ☒ Regular transfer
☐ Transfer with security interest
☐ Involuntary retransfer

OFFICE USE ONLY			
Complete Date:		Transaction #:	
Board Meeting Date:		License Years:	
Issue Date:		BRE:	



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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 2 – Transferee Information

Enter information for the **new** applicant and/or location seeking to be licensed.

Licensee:	Three Bears Alaska, Inc.		
Doing Business As:	Bear's Den Liquor		
Premises Address:	3330 Badger Road		
City:	North Pole	State:	AK ZIP: 99705
Community Council:	None		

Mailing Address:	500 S. Triple B Street		
City:	Wasilla	State:	AK ZIP: 99623

Designated Licensee:	Steve Mierop		
Contact Phone:	(907) 357-4311 x303	Business Phone:	(907) 357-4311 x303
Contact Email:	steve@threebears.store		

Seasonal License? ☐ Yes ☒ No If "Yes", write your six-month operating period: _____

Section 3 – Premises Information

Premises to be licensed is:

☒ an existing facility ☐ a new building ☐ a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

Little Dipper Learning Center - .1 mile

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

Summit Church Alaska - 301 feet



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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 4 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 5.
If more space is needed, please attach a separate sheet with the required information.
The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	

Section 5 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 6.
If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

Entity Official:	David A. Weisz				
Title(s):	President; Director	Phone:	(907) 357-4311	% Owned:	0.00
Address:	500 South Triple B Street				
City:	Wasilla	State:	AK	ZIP:	99623



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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Entity Official:	Paul D. Sonnenberg				
Title(s):	Vice President; Director	Phone:	(907) 357-4311	% Owned:	0.00
Address:	500 South Triple B Street				
City:	Wasilla	State:	AK	ZIP:	99623

Entity Official:	Stephen D. Mierop				
Title(s):	Vice President	Phone:	(907) 357-4311	% Owned:	0.00
Address:	500 South Triple B Street				
City:	Wasilla	State:	AK	ZIP:	99623

Entity Official:	Rachel A. Sanford				
Title(s):	Vice President	Phone:	(907) 883-4324	% Owned:	0.00
Address:	500 South Triple B Street				
City:	Wasilla	State:	AK	ZIP:	99623

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	24136D	AK Formed Date:	05/19/1981	Home State:	Alaska
Registered Agent:	Joan Travostino	Agent's Phone:	(907) 276-4557		
Agent's Mailing Address:	1031 W. 4th Ave., Ste. 600				
City:	Anchorage	State:	AK	ZIP:	99501

Residency of Agent:

Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

☒ ☐



Alcohol and Marijuana Control Office

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

alcohol@commerce.alaska.gov

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Entity Official:	Julie C. Morales				
Title(s):	Vice President; Secretary	Phone:	(907) 357-4311	% Owned:	0.00
Address:	500 South Triple B Street				
City:	Wasilla	State:	AK	ZIP:	99623

Entity Official:	Joan M. Travostino				
Title(s):	Vice President	Phone:	(907) 357-4311	% Owned:	0.00
Address:	500 South Triple B Street				
City:	Wasilla	State:	AK	ZIP:	99623

Entity Official:	Three Bears Investment Group, LLC				
Title(s):	Shareholder	Phone:	(206) 659-8953	% Owned:	100.00
Address:	2412 Westlake Ave. North, Ste. 4				
City:	Seattle	State:	WA	ZIP:	98109

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:		AK Formed Date:		Home State:	
Registered Agent:			Agent's Phone:		
Agent's Mailing Address:					
City:		State:		ZIP:	

Residency of Agent:

Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

☐ ☐



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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 6 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses:

Yes No

Does any representative or owner named as a transferee in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?



If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

Please see attached.

Section 7 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?



If "Yes", disclose the name of the individual and the reason for this authorization:

Joan Travostino, Vice President, Three Bears Alaska, Inc.
Bonnie Paskvan, Partner at Dorsey & Whitney, Three Bear's primary outside counsel
Michele Rupp, Senior Paralegal at Dorsey & Whitney, Three Bear's primary outside counsel



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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 8 – Transferor Certifications

Additional copies of this page may be attached, as needed, for the controlling interest of the current licensee to be represented.

I declare under penalty of perjury that the undersigned represents a **controlling interest** of the current licensee. I additionally certify that I, as the current licensee (either the sole proprietor or the controlling interest of the currently licensed entity) have examined this application, approve of the transfer of this license, and find the information on this application to be true, correct, and complete.



Signature of transferor

Ryan Muspratt, SVP, Chief Financial & Marketing Officer

Printed name of transferor

Subscribed and sworn to before me this 13th day of April, 2023.





Signature of Notary Public

Notary Public in and for the State of Alaska.

My commission expires: April 29, 2023

Signature of transferor

Printed name of transferor

Subscribed and sworn to before me this ____ day of _____, 20____.

Signature of Notary Public

Notary Public in and for the State of _____.

My commission expires: _____



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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 9 – Transferee Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

JA

I certify that all proposed licensees have been listed with the Division of Corporations.

JA

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

JA

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

JA

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

JA

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

JA

Joan Travostino
Signature of transferee
Joan Travostino, Vice President
Printed name



Michele Rupp
Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 5/31/2024

Subscribed and sworn to before me this 12th day of April, 2023.



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alcohol.licensing@alaska.gov
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Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram

Why is this form needed?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form may not be required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's Anchorage office before any license application will be considered complete.

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

☒ ☐

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

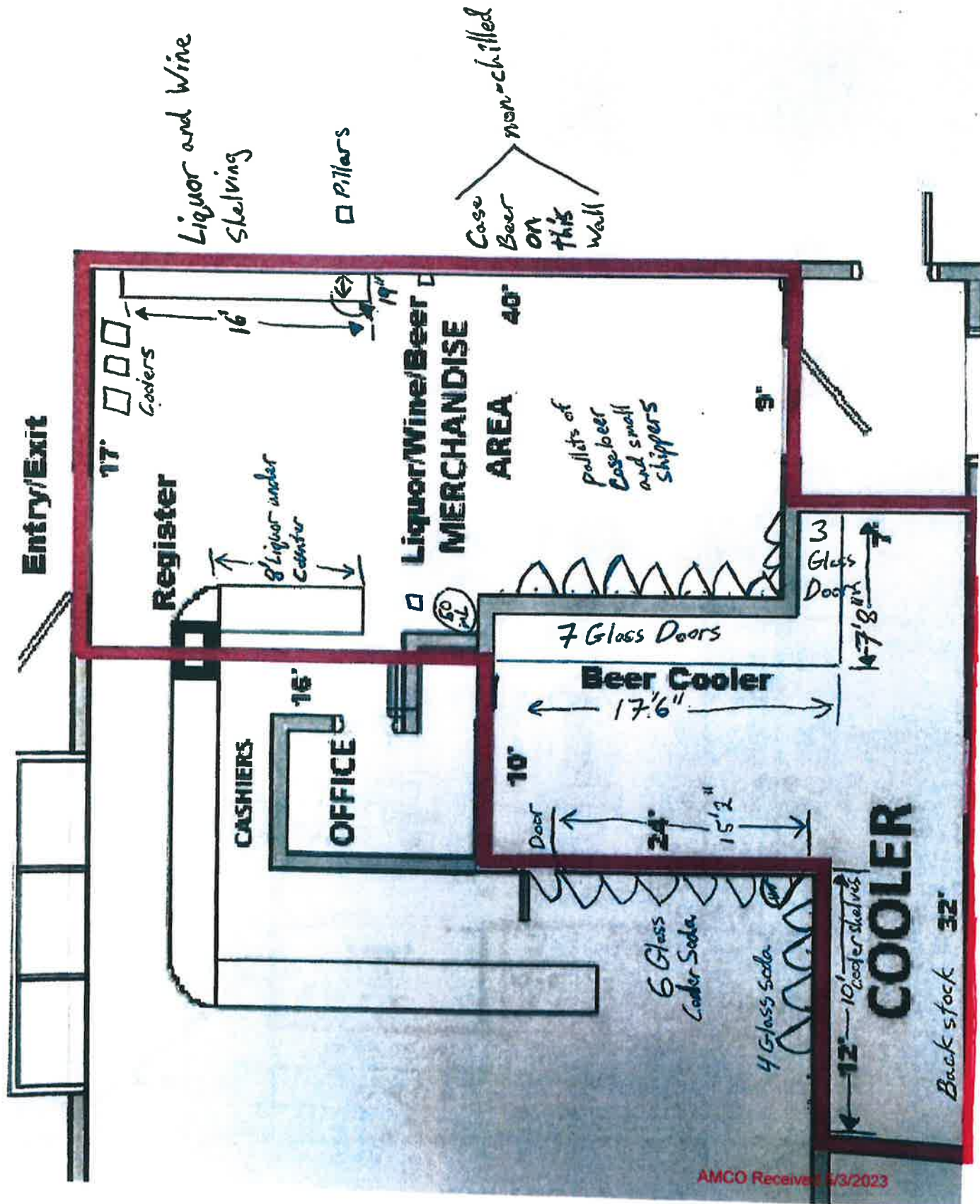
Licensee:	Three Bears Alaska, Inc.	License Number:	2731
License Type:	Package Store		
Doing Business As:	Bear's Den Liquor		
Premises Address:	3330 Badger Road		
City:	North Pole	State:	AK
		ZIP:	99705

FairbanksNorthStar GIS Map



1:2,2
0 0.01 0.01
0 0.01 0.03

AMCO Received 5/3/2023





THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7th Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

August 30, 2023

City of North Pole, Fairbanks North Star Borough

Attn: [Multiple](#)

License Type:	Package Store	2731	
Licensee:	Three Bears Alaska LLC		
Doing Business As:	Bear's Den Liquor		
Transfer	Transfer from Petro Star Inc to Three Bears Alaska LLC		

☐ New Application

☒ Transfer of Ownership Application

☐ Transfer of Location Application

☐ Transfer of Controlling Interest Application

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provides that the board will deny a license application if the board finds that the license is prohibited as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Joan Wilson Director

amco.localgovernmentonly@alaska.gov

CITY OF NORTH POLE
RESOLUTION 23-15

A RESOLUTION TO AUTHORIZE THE CITY TO SUBMIT TO THE STATE OF ALASKA LAND
AND WATER CONSERVATION FUND GRANT APPLICATION TO ASSIST WITH
PLAYGROUND EQUIPMENT PURCHASE AND INSTALLATION AT HIGHWAY PARK

WHEREAS the State of Alaska, Department of Natural Resources, Division of Parks and Outdoor
Recreation administers the Land and Water Conservation Fund (LWCF) grant program;

WHEREAS LWCF provides up to 50% matching funds for public outdoor recreation projects;

WHEREAS Highway Park is an ½ -acre park on the corner of Homestead Dr. and Lasalle Ave. designated
for public outdoor use and is in need of ADA-compliant playground equipment to complement the
expected population growth of the neighborhood;

WHEREAS the City is a qualified applicant for LWCF grant assistance, and Highway Park has been
identified by residents and council members as a high priority for needed equipment;

WHEREAS the City of North Pole proposes to use up to \$100,000 in LWCF funds to assist with
purchasing and installing playground equipment for Highway Park;

WHEREAS the City intends to use up to \$100,000 in funds for the purchase of equipment and city labor
for installation as match;

WHEREAS upon grant award, the City will commit to maintaining Highway Park in perpetuity for
public outdoor recreation;

NOW, THEREFORE, BE IT RESOLVED that the City Council of North Pole supports preparation and
submission of a Land and Water Conservation Fund grant application; further, the Director of City
Services, Robert Daniel Wallace, is authorized to negotiate, execute, and administer all documents
required for the application and acceptance of an LWCF grant, and to manage those funds on behalf of
the City.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of North Pole,
Alaska this ___ day of October 2023.

Michael W. Welch, Mayor

ATTEST:

Melissa Dionne, City Clerk

PASSED/FAILED

Yes:

No:

Absent: