



CITY OF NORTH POLE *Alaska*

REGULAR CITY COUNCIL MEETING Monday, August 1, 2016

MAYOR

Bryce Ward
888-4444

CITY CLERK

Kathy Weber, MMC
488-8583

COUNCIL MEMBERS

Kevin McCarthy- Mayor Pro Tem	590-0800
Preston Smith – Dep Mayor Pro Tem	488-8824
Elizabeth Holm – Alt Dep Mayor Pro Tem	488-6125
Santa Claus	388-3836
Elyse Dawson	520-221-1340
Thomas McGhee	455-0010

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance to the US Flag**
3. **Invocation**
4. **Approval of the Agenda**
5. **Approval of the Minutes**
6. **Communications from the Mayor**
 - **Student of the Month – Kesten Davila**
7. **Council Member Questions of the Mayor**
8. **Communications from Department Heads, Borough Representative and the City Clerk**
9. **Ongoing Projects Report**

10. Citizens Comments (Limited to Five (5) minutes per Citizen)

11. Old Business.

- a. Ordinance 16-16, An Ordinance of the City of North Pole, Alaska to amend Title 13, Public Services, to establish the process for providing utility services outside the City limits of North Pole and to update the ordinance

12. New Business

- a. Recommendation to purchase a wood chipper for the Public Works Department

13. Council Comments

14. Adjournment

The City of North Pole will provide an interpreter at City Council meetings for hearing impaired individuals. The City does require at least 48 hours' notice to arrange for this service. All such requests are subject to the availability of an interpreter. All City Council meetings are recorded on CD. These CD's are available for listening or duplication at the City Clerk's Office during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. or can be purchased for \$10.00 per CD. The City Clerk's Office is located in City Hall, 125 Snowman Lane, North Pole, Alaska.



**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, July 18, 2016 in the Council Chambers of City Hall, 125 Snowman Lane, North Pole, Alaska.

CALL TO ORDER/ROLL CALL

Mayor Ward called the regular City Council meeting of Monday, July 18, 2016 to order at 7:02 p.m.

There were present:

**Mr. McCarthy – Mayor Pro Tem
Mr. Smith – Deputy Mayor Pro Tem
Ms. Holm – Alt. Deputy Mayor Pro Tem
Ms. Dawson
Mr. McGhee
Mr. Claus
Mayor Ward**

Absent/Excused

**Excused

Excused**

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Councilwoman Dawson

APPROVAL OF AGENDA

Mr. McGhee *moved to Approve the Agenda of July 18, 2016*

Seconded by Ms. Dawson

Discussion

None

PASSED

Yes: 5 – Smith, McGhee, Dawson, Claus, Ward

No: 0

Absent: 2 – McCarthy, Holm

APPROVAL OF MINUTES

Mr. Smith *moved to Approve the Minutes of July 5, 2016*

Seconded by Mr. McGhee

Discussion

None

PASSED

Yes: 5 –Smith, McGhee, Dawson, Claus, Ward

No: 0

Absent: 2 – McCarthy, Holm

COMMUNICATIONS FROM THE MAYOR

- Presentation on Interior Energy Project by Gene Therriault (see attached document)
- I would like to publicly thank North Pole Worship Center for their ‘Servolution’ community project. They have been working on cleaning up the community and doing community service projects, of which the City has benefited. Thank you for your commitment to making the City a better place!
- I was able to meet with Governor Walker and the other local mayors after his announcement regarding his 1.2 billion dollars in veto’s including vetoing part of the PFD payout. The Governor explained that he did what he had to because the legislature did not bring forth a balanced budget. As an example it would be like the council approving our 5.5 million dollar budget and planning on spending 2.2 million from the General Fund (piggy bank). The Governor said this would be unacceptable for local government and was unacceptable for state government.
- Zane and I had a safe trip to Seattle where we took part in settlement negotiations, we worked late each day we were there and although we do not have anything to report yet we are hoping to have something to report to the council at the next meeting.

I am continuing to do muffins with the mayor. The next muffins will be August 19th here at City Hall

COUNCIL MEMBER QUESTIONS OF THE MAYOR

- None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Sgt. Bellant

- Chief Dutra is on vacation until July 25th.
- Lt. Rathbun is out due to a death in his family.
- 2 new vehicles have arrived. Waiting to get decals on and all the other bells and whistles.

Fire Dept., Chief Lane

- This is his last council meeting.
- Hose testing is complete and hydrant testing is ongoing. No complaints from residents.
- Applications are being taken for firefighter position.
- Chief Lane talked about all the changes that have been made since 1977 when he first started at the fire department and thanked the council for their support over the years.

Finance, Tricia Fogarty

- Should have received financials on Friday through the Clerks office.
- Delinquent reports are before council tonight and she will answer any questions they may have.
- Updated council on ordinance passed on property tax that the City will pay. The City will only need to pay \$2,700.

Mr. Smith asked about account #2241 and what action will be taken. Ms. Fogarty stated that the business has been sent a letter and action will be taken after the date on the notice.

Mr. Smith asked about another business that had moved. Ms. Fogarty stated that they are taking action on that business and that the owner will be coming in.

Director of City Services, Bill Butler

Building Department

- One new building permit issued since last Council meeting.
- Stop Work Order issued for construction on Park Way for beginning work without a permit.

Public Works

- North Pole Worship Center held a volunteer work day two Sundays ago and cleared brush at City Hall and cut dead trees at the dog park.
- Landscaping continues to be major activity for Public Works.

- Rainfall this summer has resulted in not having to do any supplemental watering of turf yet this summer.

Utility Department

- Construction activity for Lift Station Phase 3 began last week.
- Municipal Matching Grant Questionnaire for \$1 million submitted last week.
- Alaska Clean Water Loan application for \$2 million submitted last week.
- Water main repair on Holiday Road scheduled for Wednesday, July 20
 - Permanent repair to water main that was patched last spring.
 - Estimate customers will lose service no longer than 4 hours—if everything goes according to plan.
 - Customers who will lose water service have been sent a notice by mail and Utility staff placed door-hanger notices on residences this afternoon.

Natural Gas Utility Board

- Negotiations continue for a gas supply and cost of that gas.
 - Alaska Industrial Development and Export Authority is responsible for leading the negotiation.
 - IGU and Fairbanks Natural Gas are participating in the negotiations
-

Borough Representative

- FNSB ordinance 2016-36 will be before the Borough this week in the committee of the whole; it will rearrange the process and structure of zoning appeals. The current process gives the cities the authority to be the appeals board for zoning decisions. The City of North Pole recently passed a resolution to support this action. City of Fairbanks passed a resolution not supporting it. I plan on being present to answer any questions from the City of North Pole.

City Clerk's Office, Kathy Weber

- The Municipal Election for the City of North Pole will be held Tuesday, October 4, 2016. Declaration of Candidacy may be filed with the North Pole Clerk's Office at 125 Snowman Lane, from July 15, 2016 at 8:00 a.m. through July 29, 2016 at 5:00 p.m. for the following:

CITY OF NORTH POLE COUNCIL SEATS
(All offices serve at-large)

City Council Seat.....3-year term
City Council Seat.....3-year term

QUALIFICATIONS

A qualified voter who has resided within the state and the City of North Pole for at least **one year** prior to filing his/her declaration of candidacy is eligible to be a candidate for the City Council.

All elected officials are elected at large.

A completed sworn Declaration of Candidacy and Public Official Financial Disclosure Statement must be filed with the City Clerk at the time of filing along with a \$25.00 non-refundable filing fee.

Withdrawal Deadline: A candidate desiring to withdraw may do so by filing a written request with the clerk no later than 5:00 p.m., August 5, 2016.

Kathy Weber, MMC
North Pole City Clerk
488-8583
Website: www.northpolealaska.com

- An initiative/referendum was filed on June 21st was approved to prohibit marijuana businesses in the City of North Pole. Two petitions were turned in on Friday, July 18th. There were 96 signatures submitted, 25 insufficiencies, and 71 qualified signatures. They have been notified by email and certified letter that they have until Wednesday, July 27th at 1:00 p.m. to submit the required signatures.
- 160 days until Christmas.

CITIZENS COMMENTS

- None

ONGOING PROJECTS

- None

OLD BUSINESS

- None

NEW BUSINESS

RECOMMENDATION OF CHARTER COMMISSION FOR ITEMS ON THE BALLOT

The Charter Commission gave an update on the changes in the Charter and each of the changes by chapter.

Ms. Hunter came forward and gave her recommendation to council and reasons behind them.

Mr. Jacobson came forward with his interpretation of changes to the chapters.

Public Comment

Buddy Lane – gave a department head perspective. He is in favor of the changes in proposition #6 and encouraged the council to approve the changes to go on the ballot. He felt that department heads have their hands tied now.

Doug Isaacson, 1003 Shirley Turnaround

Thanked the Charter Commission for their work on this. When he heard about it he was concerned that this would not be transparent. However, it is the executives need to be able to clearly administer the City and there may be a need for it. The nuance allows the flexibility how you might allow the chief executive to administer the City. There is no council that will surrender its authority and any ordinance you might come up with. He doesn't have the concern he had in the past. On 6.2, he likes the way it reads but had some changes for council to discuss.

Mr. McGhee *moved to approve the recommendations the Charter Commission for items to go on the ballot*

Seconded by Ms. Dawson

Discussion

Mr. McGhee *moved to amend Proposition 3, Section 6.5 by adding the language after approved budget, "or approved amendments thereto"*

Seconded by Ms. Dawson

Discussion

None

PASSED

Yes: 5 –Smith, McGhee, Dawson, Claus, Ward

No: 0

Absent: 2 – McCarthy, Holm

Mr. McGhee moved to Amend Proposition 3, Section 604, by putting it back to the original language.

Seconded by Mr. Claus

Discussion

Mr. McGhee said that as a senior member of the council that he does not agree with the amendments that have been submitted. He said it is the responsibility as council members to maintain the level of authority of change.

Mayor Ward said this doesn't take away power from the council. The council still has full authority because it's done by ordinance. He felt that at least this would bring forth flexibility and open discussion.

Mr. Claus felt the Charter Commission should meet again before this is put on the ballot.

Mr. Smith asked when the Charter was last changed.

Mrs. Weber stated that the Charter was last changed was 10 years ago.

PASSED

Yes: 3 –Smith, McGhee, Claus

No: 2 – Ward, Dawson

Absent: 2 – McCarthy, Holm

Mr. Claus moved to Amend Proposition #3, Chapter 6, Section 6.2 revert to its original language.

Seconded by Mr. McGhee

Discussion

Mr. Claus said that the Charter Commission believed that this section needed to stay the way it was so that council had the flexibility to change at any time. He asked for Mrs. Weber to comment on this.

Mrs. Weber stated that by changing the date to November 1 would make the City stay at a calendar year and not be able to change to a fiscal year unless it went to a vote of the people.

Mrs. Fogarty said that we would need to go to a vote of the people for any change.

PASSED

Yes: 4 – Dawson, Claus, McGhee, Ward

No: 1 – Smith

Absent: 2 – Holm, McCarthy

Mr. McGhee moved to delete Proposition #4 and renumber the corresponding proposition numbers.

Seconded by Mr. Smith

Discussion

None

PASSED

Yes: 5 – Dawson, Claus, McGhee, Smith, Ward

No: 0

Absent: 2 – Holm, McCarthy

On the Charter as Amended

PASSED

Yes: 5 – Dawson, Claus, McGhee, Smith, Ward

No: 0

Absent: 2 – Holm, McCarthy

ORDINANCE 16-16, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND TITLE 13, PUBLIC SERVICES, TO ESTABLISH THE PROCESS FOR PROVIDING UTILITY SERVICES OUTSIDE THE CITY LIMITS OF NORTH POLE AND TO UPDATE THE ORDINANCE

Bill Butler introduced the ordinance and updated council.

Public Comment

Francie Cork

Ms. Cork state that it is uneasy to provide services to anyone that doesn't want to be annexed into the City. She wondered if this would generate enough revenue to compensate the expense of bringing utilities to other people.

Mr. McGhee moved to Introduce and Advance Ordinance 16-16, An Ordinance of the City of North Pole, Alaska to amend Title 13, Public Services, to establish the process for providing utility services outside the City limits of North Pole and to update the ordinance

Seconded by Mr. Claus

Discussion

None

Mr. McGhee *moved to amend line 1196 – 1198 by returning to the original text and striking “certified”*

Seconded by Ms. Dawson

Discussion

None

PASSED

Yes: 5 – Dawson, Claus, McGhee, Smith, Ward

No: 0

Absent: 2 – Holm, McCarthy

On the main motion as amended

PASSED

Yes: 5 – Dawson, Claus, McGhee, Smith, Ward

No: 0

Absent: 2 – Holm, McCarthy

COUNCIL COMMENTS

Mr. McGhee – many years have transpired between Buddy Lane and himself to the point that they have Discussed on lawn chairs, on city streets, the business of the City and have never argued once, just civilly debated. He hasn’t agreed with him 9 out of 10 times unless it was about personnel and then they agreed on everything. All in all, thank you.

Mr. Smith – looking forward to Chief Lanes presentation but it wasn’t a budget session. He thanked Chief Lane for all his time. It’s great to see everyone out and about and wished them a good evening.

Mr. Claus – congratulations on Chief Lane’s retirement and his sterling and selfless service to our City.

Ms. Dawson – thanked Chief Lane and is thankful that their paths crossed. She thinks he is something special so is his family. She said he did an amazing job and it shows in his staff and it is a reflection of his leadership. Ms. Dawson thanked him for his service.

Mayor Ward – said he appreciated Chief Lane’s service and time as a department head. He looks forward to seeing where your future carries you. There is a shindig going on July 23rd and 29th is City picnic.

ADJOURNMENT

Mr. McGhee *moved to Adjourn the meeting at 9:39 p.m.*

Seconded by Mr. Claus

The regular meeting of July 18, 2016 adjourned at 9:39 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, August 1, 2016.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

Office of the Mayor
City of North Pole

Proclamation

WHEREAS, Kesten Davila is entering 9th grade at North Pole High School and is the daughter of Tim & Melissa Hardman; and

WHEREAS, Kesten is a member of the National Junior Honor Society, is involved in Student Council, and assisted in the front office as an office aide for the school year 2015-2016; and

WHEREAS, Kestens' teachers describe her as an absolute pleasure to work with and a welcome addition to the office staff; and

WHEREAS, Kesten has a wonderful smile, takes direction, has a great sense of humor and is a quiet leader; and

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

NOW, THEREFORE I, Bryce J. Ward, Mayor of the City of North Pole, do hereby proclaim Kesten Davila...

The North Pole City Council

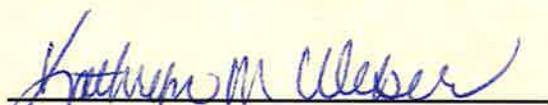
"Student of the Month"

For the Month of July, 2016



Bryce J. Ward, Mayor

ATTEST:



*Kathryn M Weber, MMC
North Pole City Clerk*



Sponsored by: Mayor Bryce J. Ward

Councilman McGhee

Councilman Claus

Councilman Smith

Councilwoman Dawson

Introduced and advanced July 18, 2016

Possible Adoption August 1, 2016

**CITY OF NORTH POLE
ORDINANCE 16-16**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND TITLE 13,
PUBLIC SERVICES TO ESTABLISH THE PROCESS FOR PROVIDING UTILITY
SERVICES OUTSIDE THE CITY LIMITS OF THE CITY OF NORTH POLE AND TO
UPDATE THE ORDINANCE**

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

WHEREAS, the City of North Pole Municipal Code should be amended to conform to the requirements of the City.

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 13 is amended in the North Pole Code of Ordinances as follows [new text in *italicized red font*; deleted text in ~~strikethrough blue~~ font:

32 Title 13
33 PUBLIC SERVICES

34 Chapters:

- 35 13.04 Purposes
36 13.08 Administrative Provisions
37 13.12 Customer Service
38 13.16 Water Services
39 13.20 Sewer Service
40 13.24 Utility Rates
41 13.28 Lien on Real Estate for Delinquent Utility Payments and Account Resolution
42 Procedures
43 13.32 General Provisions for Drilling Water Wells

44
45 Chapter 13.04
46 PURPOSES

47 Sections:

48 13.04.010 Scope of title.

- 49
50 *A. Water and sewer services within City limits.* The City water and sewer utility, hereinafter in
51 this title called the North Pole Utility, was formed to serve the residents of the City, to
52 provide residents with the sanitation, protection and convenience afforded by a municipal
53 water and sewer utility system and to promote an improved community environment. It is the
54 intent of the ordinance codified in this title to establish the rules, regulations and methods for
55 the operation and use of the North Pole Utility to the benefit of the City residents. (Ord. 82-8
56 § 1.A, 1982)
57
58 *B. Water and Services outside the City limits. The North Pole Utility may also offer water and*
59 *sewer utility services beyond its corporate city limits so long as doing so does not impede*
60 *delivery of utility services to residents of the City or increase utility rates for City residents.*

61
62 Chapter 13.08
63 ADMINISTRATIVE PROVISIONS

64 Sections:

- 65 13.08.010 Utility services.
66 13.08.020 Management of the water and sewer utilities.
67 13.08.030 Basis of the City utility rate structure.
68 13.08.040 Property of the City water and sewer utilities.
69 13.08.050 Disposal of utilities, utility-owned material or equipment.
70 13.08.060 Authorized operations and maintenance personnel.
71 13.08.070 Right of inspection and access.

72 13.08.080 Service to areas outside City limits.
73 13.08.090 Service to areas outside existing assessment districts.

74

75 **13.08.010 Utility services.**

76 A. The City water utility service provides a pressurized, piped water supply used by the
77 citizens as a potable water supply and firefighting source of water. The City sewer utility
78 provides a piped wastewater collection, treatment and disposal service in a manner which
79 safeguards the health of the citizens of the City and protects the area's environment.

80

81 B. All utility improvements shall be in accordance with the most current edition of the Uniform
82 Plumbing Code adopted by the City Council, City of North Pole Construction Standards and
83 approved plans by a registered professional engineer. (Ord. 15-05 § 2, 2015; Ord. 12-01 § 2,
84 2012; Ord. 00-16 § 2, 2000; Ord. 82-8 § 1.B, 1982)

85

86 **13.08.020 Management of the water and sewer utilities.**

87 A. The management of the North Pole Utility including billings, accounting and collections,
88 review of applications for utility services, preparation of contracts for utility service, and
89 enforcement of the rules and regulations of the utilities as established in the ordinance codified in
90 this title shall be the responsibility of the Mayor.

91

92 B. The operation and maintenance of the utility system including the maintenance and repair of
93 equipment, supervision of improvements to the systems, maintenance of records of operations
94 and development of an annual operating budget shall be the responsibility of the ~~City Utility~~
95 ~~Superintendent~~ *Director of City Services*.

96

97 C. Copies of all rates, rules and regulations which have been approved by the Council shall be
98 filed and maintained by the City Clerk and shall be open for inspection by the public at the office
99 of the Clerk. (Ord. 12-01 § 2, 2012; Ord. 82-8 § 1.C, 1982)

100

101 **13.08.030 Basis of the City utility rate structure.**

102 The rate structure for the City utility services is set so as to make the Utility self-perpetuating
103 without profit accumulation. (Ord. 12-01 § 2, 2012; Ord. 82-8 § 1.D, 1982)

104

105 **13.08.040 Property of the City water and sewer utilities.**

106 All equipment, meters, pipes, regulators, pumps, structures and other contrivances supplied by
107 the City for the North Pole Utility shall remain the property of the North Pole Utility and may be
108 removed whenever the City Council elects. (Ord. 12-01 § 2, 2012; Ord. 82-8 § 1.E, 1982)

109

110 **13.08.050 Disposal of utilities, utility-owned material or equipment.**
111 The City may sell, lease or otherwise dispose of a municipal utility, utility-owned material or
112 equipment as per Section 13.4 of the City Charter. (Ord. 12-01 § 2, 2012; Ord. 82-8 § 1.F, 1982)

113
114 **13.08.060 Authorized operations and maintenance personnel.**
115 Only City employees and contractors approved by the Utilities Supervisor are authorized to
116 install, repair, remove, inspect or exchange any portion of the City utility system. (Ord. 12-01 §
117 2, 2012; Ord. 82-8 § 1.G, 1982)

118
119 **13.08.070 Right of inspection and access.**
120 A. Right of Inspection. The North Pole Utility reserves the right to perform an inspection of the
121 customer’s premises at any time it deems necessary to determine that all piping, fixtures and
122 related utility structures are in proper operating condition. Such inspection shall be performed in
123 normal business hours unless an emergency exists which may jeopardize the utility system or the
124 health and welfare of the citizens of the City.

125
126 B. Right of Access.
127 1. The North Pole Utility reserves the right to access a customer’s premises to disconnect
128 the customer’s water service in the event the account has become delinquent.
129 2. Tampering with the North Pole Utility disconnection devices shall result in a fine of
130 \$500 (five hundred dollars) and/or termination of water utility service. (Ord. 12-01 § 2,
131 2012; Ord. 08-25 § 2, 2008; Ord. 82-8 § 1.H, 1982)

132
133 **13.08.080 Service to areas outside City limits.**
134 If not within the corporate limits of the City, a property owner can make application to the City
135 for City utility service. As a condition of service, the property owner must agree, in writing, to
136 ~~annexation of his property into the corporate limits of the City and abide by~~ the rules and
137 regulations of the Utility. The Council will review all applications for utility service from
138 property owners not within the corporate limits and reserves the right to refuse service to such
139 applicants. (Ord. 12-01 § 2, 2012; Ord. 82-8 § 1.I, 1982)

140
141 **13.08.090 Service to areas outside existing assessment districts.**
142 A. To the extent that a property or portion thereof is not levied an assessment from an existing
143 assessment district, a tie-in fee shall be charged upon application to the City for connection to a
144 municipally approved or constructed water or sewer main.

145
146 B. Tie-In Charge Rates. Residential and commercial properties’ water and sewer tie-in fees
147 shall be the following:

Water service line size	Water tie-in fee	Sewer tie-in fee
3/4 inches to 2 inches	\$200	\$200

Water service line size	Water tie-in fee	Sewer tie-in fee
Greater than 2 inches up to 4 inches	\$250	\$250
Greater than 4 inches	\$300	\$300

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C. Water service will be provided contingent upon connection to the City sewer facilities when sewer service is available (NPMC 13.12.090). Sewer service may be provided independent of City water connection when City sewer service is not available.

D. Application and payment in full of the tie-in charge shall be made before any construction commences. All construction shall be in accordance with Chapter 13.12 NPMC. The tie-in charge includes the inspection fee.

E. Private Wastewater Disposal.

1. Where a public sewer is not available under the provisions of the Uniform Plumbing Code (UPC), the building sewer shall be connected to a private wastewater disposal system complying with the same provisions and applicable City, State and Federal requirements.

2. Upon completion of construction of a sewer system extension in an area, the City shall publish a notice that sewer service is available to serve the property owners of that area.

i. The owner of a property *located within the corporate city limits of the City of North Pole* as defined in NPMC 13.20.020(A)(4) and served by a private wastewater disposal system shall have installed or cause to be installed, at his expense, a connection to the public sewer within no less than two years from the date such sewer service is declared to be available, or any other timetable as prescribed by City Council or City code. Prior to the sale of a property served by a wastewater service system, hookup to the wastewater service is required. The connection shall be of a type and installed in a manner consistent with this chapter. Monthly wastewater fees as established by City code shall begin at time of such connection. (Ord. 12-01 § 2, 2012; Ord. 11-05 § 2, 2011; Ord. 08-25 § 2, 2008; Ord. 01-03 § 2, 2003; Ord. 00-16 § 2, 2000; Ord. 00-08 § 2, 2000; Ord. 99-18 § 2, 1999; Ord. 83-5, 1983; Ord. 82-8 § 1.J, 1982)

ii. *The owner of a property located outside of the corporate city limits of the City of North Pole may connect to a sewer system extension in an area. Connection to the sewer system shall be at their expense. The connection shall be of a type and installed in a manner consistent with this chapter. Monthly wastewater fees as established by City code shall begin at time of such connection.*

**Chapter 13.12
CUSTOMER SERVICE**

Sections:

- 184 13.12.010 Application for service.
- 185 13.12.020 Contract for utility service.
- 186 13.12.030 Construction of extensions to City utility system.
- 187 13.12.040 Permitting utility system construction and standards of construction.
- 188 13.12.050 Access to property.
- 189 13.12.060 Refusal of service.
- 190 13.12.070 Resale of service.
- 191 13.12.080 Designation of point of connection.
- 192 13.12.090 Compulsory connection to City water and sewer utility.
- 193 13.12.100 Customer accounting and payments.
- 194 13.12.110 Appeal of utility billings.
- 195 13.12.120 Vacation of property.
- 196 13.12.130 Disconnection of utility service.
- 197 13.12.140 Service interruptions.
- 198 13.12.150 Prohibited acts.

199

200 **13.12.010 Application for service.**

201 A. To receive utility service from the City, property owners must file a completed application
202 form for utility service with the Utility Department. The application must be signed by the
203 property owner whose property is to receive the utility service.

204

205 B. Applicants for utility service shall be required to pay any previous indebtedness to the City,
206 if any exists, including penalties, and the property to be served by the City's utilities must be free
207 of all utility liens prior to being eligible for service. All special assessment payments or
208 payments in lieu of assessment due or delinquent against the property to which the improvement
209 is to be connected must be paid to the City prior to the connection of utility service.

210

211 C. Connection fees and established rates for utility service are as outlined in Chapter 13.24
212 NPMC.

213

214 D. The completed application will be reviewed by the Mayor's designee ~~Utility~~
215 ~~Superintendent~~. The North Pole Utility may require the applicant's property to be inspected by a
216 representative of the North Pole Utility to ensure that the fixtures or equipment to be provided
217 utility service are in good repair and in proper service and will not jeopardize the operation of the
218 North Pole Utility.

219 E. In the case where an applicant is requesting service for commercial, industrial,
220 governmental, institutional or residential property which is to be subdivided, the review may
221 require submission of further information which will be requested in writing from the Mayor's
222 office.

223

224 F. A new application must be made should a parcel of property for which utility service is
225 requested change ownership. (Ord. 12-02 § 2, 2012; Ord. 82-8 § 2.A, 1982)

226

227 **13.12.020 Contract for utility service.**

228 A. An approved application for utility service will constitute a contract between the property
229 owner and renter and the City whereby the City agrees to provide water and sewer utility service
230 to the property under the rules, regulations and methods established for the operation of the water
231 and sewer utilities. Also see NPMC 13.12.100(D)(4).

232 1. New Property Owner. An individual, commercial enterprise or institution becomes a
233 utility customer from the date they take ownership of a property where the property has
234 active utility service regardless of whether they have submitted a utility contract. The new
235 property owner is responsible for all utility charges from the date they take ownership of the
236 property and all charges documented in the liens against the property including liens for
237 outstanding delinquent utility bills incurred by past and current renters of the property.

238 2. New Renter. An individual, commercial enterprise or institution becomes a utility
239 customer from the date they become a renter of a property where the property has active
240 utility service regardless of whether they have submitted a utility contract. The new renter is
241 responsible for all utility charges from the date they rent the property.

242 3. Landlord Responsibility for Delinquent Utility Charges. When the applicant for utility
243 service is a renter, the property owner is legally responsibility for the renter's utility charges.

244 4. Rental Property with a History of Delinquencies. When a rental property has a history of
245 delinquent utility customers, the Utility will only create a utility account in the name of the
246 property owner. A history of delinquencies shall be defined as two or more separate renters
247 who become delinquent on their utility accounts within a twelve-month period.

248

249 B. All contracts shall take effect from the day they are signed, or as otherwise deemed effective
250 under the utility ordinance, whichever is earlier, and rates will be charged and bills rendered for
251 water service from the date or dates the premises are connected with the North Pole Utility.

252

253 C. All contracts shall continue in effect thirty days after written notice of discontinuance is
254 filed in the office of the Utility and until all charges and penalties imposed have been paid in full.

255

256 D. For utility accounts in owner-renter relationships, failure to submit a utility contract signed
257 by the property owner and renter within thirty days of the renter beginning tenancy of a property
258 and failure to pay in full the required utility deposit(s) is grounds for the North Pole Utility to
259 terminate utility service to the property. A legally authorized agent of a property owner may sign
260 in lieu of the property owner provided the agent provides proof of authority to enter into a legally
261 binding contract on behalf of the property owner.

262 1. Verbal Notice. Upon learning of a renter without a signed utility contract, the Utility
263 shall attempt to contact the renter and property owner by telephone if the Utility has viable

264 telephone numbers to notifying them of the requirement to submit a signed contract and to
265 pay the required deposits. The parties shall have five business days from receipt of a verbal
266 notice to submit the signed contract and to pay the required deposits. A voice mail or other
267 electronic verbal message is equivalent to a telephone contact for the purposes of this
268 section. If the Utility does not have telephone contact information for the renter or property
269 owner, the Utility shall proceed immediately to sending written notices as described in
270 subsection (D)(2) of this section.

271 2. Written Notice. If the renter and property owner do not submit a utility contract signed
272 by the renter and property owner and pay the required deposits within five business days of
273 the telephone contact, the Utility shall send notices by certified mail to the renter and
274 property owner if the Utility has mailing addresses and a door hanger shall be placed at the
275 residence of the renter. The written notice shall notify the renter and property owner that
276 they must submit a utility contract signed by the renter and property owner and pay the
277 required deposits within ten business days; otherwise the Utility will initiate legal action to
278 shut off water service.

279 3. Termination of Water Service. If the renter and property owner do not submit a utility
280 contract signed by the renter and property owner and pay the required deposits within ten
281 business days after the written notices have been sent nor consent to the City entering the
282 premises to shut off the water service, the City ~~shall initiate legal action to shut off water~~
283 ~~service at the property. Upon~~ *may initiate action to disconnect water service to the property*
284 *address. Should it not be practical, at the sole discretion of the City, to disconnect the water*
285 *service due to weather or other conditions, and upon* proof of compliance with this chapter,
286 the City shall be entitled to a writ of assistance and an order allowing it to enter the premises
287 served by the Utility for the purpose of shutting off the water service and to verify, at
288 reasonable intervals based upon the circumstances, that the water shutoff device has not been
289 bypassed or tampered with. If the Utility initiates legal action to terminate water service, a
290 liquidated damages fee of \$50 (fifty dollars) shall also be assessed to the Utility account.

291 4. Responsibility for Costs and Liquidated Damages. The property owner and renter shall
292 be jointly responsible for the failure to submit a signed utility contract and any associated
293 charges, costs or attorney fees.

294
295 E. For utility accounts where the property owner is the utility customer, failure to submit a
296 utility contract signed by the property owner within thirty days after taking ownership of the
297 property and failure to pay in full the required utility deposit(s) is grounds for the North Pole
298 Utility to terminate utility service to the property. Resolution of a property owner without a
299 signed utility contract shall follow the steps listed in subsections (D)(1) through (4) of this
300 section. (Ord. 12-02 § 2, 2012; Ord. 82-8 § 2.B, 1982)

301

302 **13.12.030 Construction of extensions to City utility system.**

303 A. Any water distribution or sewage collection systems which are to become part of the City's
304 utility system will be installed, financed and connected by the creation of special assessment
305 districts, *service district* or by contract between the City and the property owner whose property
306 is to be served by the Utility. All proposed additions to either the City water distribution system
307 or sewage collection system shall be constructed in accordance with the design and construction
308 standards for the City water and sewer utility system and shall be inspected and approved by the
309 City before operation.

310

311 B. No property owner or his agent *or developer* shall commence construction of an extension
312 of the City water or sewer system other than individual service laterals without first obtaining a
313 permit issued by the City Council and from the State Department of Environmental
314 Conservation. After such plans and specifications have been approved, no substantial changes
315 therein shall be made without first submitting a detailed statement of such proposed changes to
316 the City Council for review and approval.

317

318 C. The property owner whose property is to be served by proposed utility extensions other than
319 individual service laterals *or developer of a utility extension* shall provide the Mayor's designee
320 with construction plans and specifications for the installation of the utility extension. These plans
321 and specifications shall be certified by a registered engineer in the State of Alaska and
322 accompanied by an engineering report summarizing assumptions and design criteria. Property
323 owners requesting individual service laterals shall submit a site plan showing location and
324 proposed materials for approval by the ~~Utility Supervisor~~ *Director of City Services*.

325

326 D. The Mayor's designee, in reviewing applications, plans and specifications, or engineering
327 reports, shall consider the adequacy of the project to meet present and future needs of the area
328 served, the functional and sanitary features of the design of the project, the economics of the
329 project as compared to possible alternatives, the availability of existing sewer facilities, and the
330 suitability of the project with respect to present or future uses of the affected area.

331

332 E. The property owner *or developer of a utility extension* shall provide the Mayor's designee
333 with a construction schedule so that the work may be inspected by the City. The City reserves the
334 right to refuse utility service to the property owner if the proposed extensions are not constructed
335 according to the City's utility construction standards. As built drawings of the utilities shall be
336 submitted to the City as a condition of service.

337 F. Prior to acceptance of the utility system extension by the City, the property owner *or*
338 *developer* shall grant and record utility easements as required by the City for access to and
339 maintenance of the utility system.

340

341 G. Construction of a project for which plans and specifications have been approved must be
342 completed and accepted within two years following approval or such approval will be void.
343 Extensions will be granted when delays in construction are beyond the control of the property
344 owner *or developer*. A bond may be required for the uncompleted portion of the work. (Ord. 12-
345 02 § 2, 2012; Ord. 08-25 § 2, 2008; Ord. 00-16 § 2, 2000; Ord. 82-8 § 2.C, 1982)

346

347 **13.12.040 Permitting utility system construction and standards of construction.**

348 A. Permitting Utility System Construction. The Utility Administrative Code details the
349 processes and requirements that shall be followed by a developer to obtain the permits required
350 prior to constructing a utility system extension.

351

352 B. Standards of Construction. The methods and materials used to construct utility service
353 facilities connected to the City's water and sewer utility systems shall conform to the adopted
354 utility construction standards of the City, the standards established by the State Department of
355 Environmental Conservation, and the Uniform Plumbing Code as modified by the City's utility
356 construction standards. (Ord. 12-02 § 2, 2012; Ord. 08-25 § 2, 2008; Ord. 82-8 § 2.D, 1982)

357

358 **13.12.050 Access to property.**

359 Owners of property served by the City water and sewer utilities must maintain and allow year
360 round access to the service connection for inspection, maintenance and repair. (Ord. 12-02 § 2,
361 2012; Ord. 82-8 § 2.E, 1982)

362

363 **13.12.060 Refusal of service.**

364 The City reserves the right to refuse to render service to any customer when such service will
365 interfere with the City's service to its other customers, or which will cause abnormal demands
366 upon the City's facilities, or which if served will result in financial loss to the City, or which
367 would be discriminatory as to one class of customer, or where the applicant has not complied
368 with the regulations of the City concerning the rendering of utility service. Suitable protective
369 devices may be required whenever or wherever the system finds such devices necessary to
370 protect the customer's property, the property of other customers or the property of the system.
371 (Ord. 12-02 § 2, 2012; Ord. 82-8 § 2.G, 1982)

372

373 **13.12.70 Resale of service.**

374 A. No purchaser of City water or sewer utility service shall connect the utility service with the
375 corresponding service of any other person or in any way resell or supply, rebill or supply any
376 other person or premises with water or sewer service through his services unless covered by the
377 terms of a written contract with the City. (Ord. 12-02 § 2, 2012; Ord. 82-8 § 2.H, 1982)

378

379 *B. Any purchaser of City water or sewer utility service who connects the utility service with the*
380 *corresponding service of any other person or in any way resells or supplies, rebills or supplies*

381 *any other person or premises with water or sewer service through his services may be subject to*
382 *immediate termination of water and sewer utility services.*

383

384 **13.12.080 Designation of point of connection.**

385 The City Utility Supervisor, or his designated representative, shall determine the point at which
386 new utility services are to be connected to the City's existing utility system. (Ord. 12-02 § 2,
387 2012; Ord. 82-8 § 2.I, 1982)

388

389 **13.12.090 Compulsory connection to City water and sewer utility.**

390 *A. Connection to the City water and sewer utility system shall be mandatory within the*
391 *corporate city limits of the City of North Pole, within a voter-approved special*
392 *assessment district or whenever the property has direct access to the municipal water*
393 *and/or sewer facilities and the structure on the property is within two hundred feet of the*
394 *municipal water and/or sewer facility. The owner of a property shall have installed or*
395 *cause to be installed, at his expense, a connection to the public water or sewer within no*
396 *less than two years from the date such service is declared to be available, or any other*
397 *timetable as prescribed by City Council or City code. Prior to the sale of a property*
398 *served by the City water or sewer service system, hookup to the service is required. The*
399 *connection shall be of a type and installed in a manner consistent with the North Pole*
400 *Municipal Code and standards of construction. Monthly utility fees as established by City*
401 *code shall begin at time of such connection. Failure to connect to available water and/or*
402 *sewer service within the two-year time period shall be cause for the property owner to be*
403 *billed and required to pay the applicable monthly water and/or sewer flat rate fee on an*
404 *ongoing month-by-month basis. (Ord. 12-02 § 2, 2012; Ord. 04-08 § 2, 2004; Ord. 01-03*
405 *§ 2, 2003; Ord. 82-8 § 2.J, 1982)*

406

407 *B. The owner of a property located outside of the corporate city limits of the City of North*
408 *Pole may connect to a municipal water and/or sewer facilities extension in an area.*
409 *Connection to the municipal water and/or sewer facilities shall be at their expense. The*
410 *connection shall be of a type and installed in a manner consistent with this chapter.*
411 *Monthly water fees as established by City code shall begin at time of such connection.*

412

413 **13.12.100 Customer accounting and payments.**

414 A. It is the duty of the Utility to keep accounts of all property owners whose property is served
415 by the City water and sewer utility, and to enter on such accounts all charges and penalties, and
416 to fix meter reading dates and billing dates as necessary to efficiently execute the accounting
417 requirements of the North Pole Utility.

418

419 B. Meters will be read on the same date each month whenever practical. The Utility reserves
420 the right to read meters every other month and to bill the customer for consumption on an

421 estimated basis for the intervening month. Where the meter readers are unable to gain access to
422 the customer's premises to read the meters, the Utility may estimate the consumption until the
423 meter readers are able to gain access.

424
425 C. Any discrepancies in utility bills must be reported in writing within thirty days after the
426 billing date; otherwise the account will be considered correct.

427
428 D. Deposits.

429 1. New Account Deposits. All property owners receiving service from the North Pole
430 Utility or having the service available shall be obligated to pay for such service in
431 accordance with the appropriate rate schedule as outlined in NPMC 13.24.020, and shall pay
432 a deposit as outlined below.

433 **New account deposit**

434

Meter size	Water deposit	Sewer deposit
3/4 inch	\$75	\$75
1 inches	\$100	\$100
1 1/2 inches	\$150	\$150
2 inches	\$200	\$200
3 inches	\$225	\$225
4 inches	\$250	\$250
5 inches	\$275	\$275
6 inches or larger	\$300	\$300

435

436 2. Return of Deposit. When the customer terminates their account, they may request that
437 the account balance at the time of account termination be charged to the deposit and any
438 balance due the customer will be refunded from the liability account, and processed as such.
439 Where an owner/occupant vacates the property without clearing their account of debt within
440 thirty days from the termination of the account, the City of North Pole Utility shall deduct
441 the balance owed to the City from the deposit plus a \$10 (ten-dollar) processing fee and
442 return the balance to the former account holder.

443 3. Property Owner-Tenant Responsibilities. In the case of a property owner-tenant
444 relationship, the property owner shall be held liable for all billings. Should ownership of the
445 property change, the new owner shall assume all obligations of utility service including the
446 liability for all billings. The property owner, upon request to the City, shall be provided a
447 copy of the tenant's billing history.

448 4. Should legal ownership of the property serviced by the Utility change, the new owner
449 shall immediately contact the City to establish an account. Regardless of whether a new
450 account is established, the owner shall be fully responsible for all obligations arising from
451 utility service to the property, including the liability for all past unpaid or ongoing utility
452 billings documented in liens against the property, including liens for outstanding delinquent
453 utility bills incurred by past and current renters of the property. Also see NPMC 13.12.020.
454

455 E. All charges owed by any person for sewer or water service rendered by the North Pole
456 Utility may be billed as a unit. However, charges for water and sewer may be paid separately.
457 For new connections, service shall be charged in proportion to the monthly charge from the date
458 when the connection from the customer's property is made to the lines of the North Pole Utility.
459

460 F. *Repealed.*
461

462 G. Failure to make payment by the date specified on monthly statements will cause the account
463 to become past due. A late charge of up to the maximum interest rate allowed by law will be
464 added to the past due amount and will appear on the following bill. Failure to receive mail will
465 not be recognized as a valid excuse for late payments. Accounts may be assigned to a collection
466 agency. (Ord. 12-02 § 2, 2012; Ord. 10-03 § 2, 2010; Ord. 08-25 § 2, 2008; Ord. 08-07 § 2,
467 2008; Ord. 01-03 § 2, 2003; Ord. 00-16 § 2, 2000; Ord. 00-11 § 2, 2000; Ord. 99-24 § 2, 1999;
468 Ord. 82-8 § 2.K, 1982)
469

470 **13.12.110 Appeal of utility billings.**

471 A. Any *City North Pole Utility* customer who believes his utility billing is unjust and
472 inequitable as applied to his property may make written application to the City Council
473 requesting a review of his utility billing. The application shall include the facts and data upon
474 which the appeal is based.
475

476 B. While awaiting Council review of his appeal, the customer shall pay the amount of the
477 disputed bill to the City within thirty days from the mailing date to avoid becoming delinquent.
478 Subsequent bills shall be paid in full within the prescribed time limit.
479

480 C. Payment of disputed bills as required by this section shall not be deemed to prejudice an
481 otherwise valid contest.
482

483 D. Review of the request shall be made by the City Council who shall determine if it is
484 substantiated or not, including recommending further study of the matter by a designated
485 representative.

486 E. If the request is determined to be substantiated, the charges for the customer shall be
487 recomputed based on the Council approved terms, and the new charges thus recomputed shall be
488 applicable retroactively up to one year.

489
490 F. In instances where a utility customer billing appeal relates to a situation limited to
491 forgiveness of sewer service and associated charges where the customer can document the water
492 upon which the charges are calculated was not discharged into the sewer system, the Mayor or
493 his designee may waive these charges without the appeal proceeding to the City Council for
494 approval. Should such an appeal be granted by the Mayor or his designee, he shall report the
495 waiver of these charges to the City Council. (Ord. 12-02 § 2, 2012; Ord. 00-16 § 2, 2000; Ord.
496 82-8 § 2.L, 1982)

497

498 **13.12.120 Vacation of property.**

499 Each customer about to vacate any premises receiving water and/or sewer services from the
500 North Pole Utility shall give the North Pole Utility written notice of his intentions at least ten
501 days prior thereto, specifying the date service is to be discontinued; otherwise, he will be
502 responsible for all North Pole Utility water and/or sewer charges until the North Pole Utility
503 receives notice of such removal. At the time specified by the customer that he expects to vacate
504 the premises where service is supplied, a closing bill will be rendered which is payable
505 immediately. (Ord. 12-02 § 2, 2012; Ord. 82-8 § 2.N, 1982)

506

507 **13.12.130 Disconnection of utility service.**

508 A. North Pole Utility service may be disconnected if any charge has not been paid in full on the
509 date it becomes delinquent or for any other reason established by City of North Pole ordinances.

510

511 B. A notice of disconnect shall be served by an officer of the City of North Pole at a minimum
512 of seventy-two hours in advance of the disconnection. To halt the disconnection the customer
513 shall pay all outstanding utility charges, including all interest and liquidated damages payments,
514 in advance of the action to disconnect. In situations involving disconnection, The City shall only
515 accept payment in cash or certified check. If it is necessary to issue a disconnect order for
516 nonpayment of any North Pole Utility service a \$100 (one-hundred-dollar) processing charge
517 shall be added to the customer's bill. In case service is disconnected for any violation of the
518 provisions of this chapter, or under this section, such service shall not be furnished or resumed to
519 the delinquent customer at the premises or any other premises where the delinquent customer
520 applies for service until all arrears have been paid in full and a reconnect fee has been paid.

521

522 C. Whenever it is necessary for the North Pole Utility to discontinue the utility service to
523 enforce the collection of a delinquency, a \$250 (two-hundred-fifty-dollar) reconnect fee will be
524 charged in addition to the delinquent amount and both amounts must be paid before the utility
525 service will be restored. The North Pole Utility will not be responsible for any damages or

526 freezing occurring as a result of discontinuance of service for unpaid billings. In addition, the
527 customer shall pay all associated costs, including but not limited to excavation, repaving,
528 compacting, etc. Monthly billings for water and sewer charges shall be continued on the
529 delinquent account. The property owner shall be responsible for all charges and attorney's fees
530 thus incurred. (Ord. 12-02 § 2, 2012; Ord. 08-25 § 2, 2008; Ord. 82-8 § 2.O, 1982)

531

532 **13.12.140 Service interruptions.**

533 The North Pole Utility reserves the right to temporarily suspend services when necessary for the
534 purpose of new installations, repairs, testing, modification, expansion, correction or replacement
535 of the system. The Utility will attempt to notify affected utility users of impending service
536 interruptions where possible and where not precluded by emergency conditions. The Utility will
537 exercise reasonable diligence in avoiding inconvenience which may arise out of necessary
538 service interruptions. North Pole Utility shall not be liable to the customer for breach of contract
539 or any loss or damage which may be caused by failure of the Utility to deliver service. (Ord. 12-
540 02 § 2, 2012; Ord. 82-8 § 2.P, 1982)

541

542 **13.12.150 Prohibited acts.**

543 A. No person without first obtaining a permit from the City of North Pole shall be allowed to
544 make a connection to any facility of the North Pole Utility or to make alterations in any conduit,
545 pipe or other fitting connecting directly therewith, or to connect pipes where they have been
546 disconnected, or to turn water service on or off to any premises. No person other than an
547 authorized employee of the North Pole Utility may turn on or turn off any water main of the
548 North Pole Utility system.

549

550 B. A violation for the purposes of this section shall be any individual unpermitted act listed
551 below:

- 552 1. Connecting to a water main;
- 553 2. Connecting to a sewer main;
- 554 3. Making alterations in any conduit, pipe or other fitting connecting directly to a water
555 main, sewer main, service connection or other utility facility;
- 556 4. Connecting pipes where they have been disconnected;
- 557 5. Turning water service on to a premises;
- 558 6. Turning water service off to a premises;
- 559 7. Turning on a water main;
- 560 8. Turning off a water main;
- 561 9. Turning on a fire hydrant without Utility Department authorization;
- 562 10. Turning off a fire hydrant without Utility Department authorization.

563

564 C. Violations of the provisions of this section shall constitute a violation The person or entity
565 responsible violating this section of the Municipal Code shall be subject to a fine of up to \$1, 000

566 (one thousand dollars) for each violation plus be liable for any damages to City and private
567 property; any City-related expenses to correct a violation; and for the estimated value of any
568 discharged water or wastewater. (Ord. 12-02 § 2, 2012; Ord. 09-06 § 2, 2009)

569

570

Chapter 13.16
WATER SERVICES

571

572 Sections:

573 13.16.010 Utility rates, fees and charges.

574 13.16.020 Additional conditions of service.

575 13.16.030 Multiple water services.

576 13.16.040 Bulk and temporary water sales.

577 13.16.050 Liability.

578 13.16.060 Prohibited acts.

579

580 **13.16.010 Utility rates, fees and charges.**

581 A. Rates for the installation of water meters, connection fees and monthly user charges are set
582 forth in Chapter 13.24 NPMC.

583

584 B. The customer provides and pays for all expenses required to install the necessary water pipe,
585 valves, fittings to connect his property to the North Pole Utility water distribution system at the
586 point of connection designated by the Utility Supervisor or his designated representative. ~~Water~~
587 ~~meters are installed by the City under the conditions outlined in Chapter 13.24 NPMC.~~ *Water*
588 *meters shall be installed by a contractor licensed in the State of Alaska and the installation shall*
589 *be inspected by the Utility Supervisor or their designee.* (Ord. 12-03 § 2, 2012; Ord. 82-8 § 3.A,
590 1982)

591

592 **13.16.020 Additional conditions of service.**

593 A. All residential, commercial, educational, industrial, institutional and governmental users
594 shall be metered. Water meters may be installed at any time deemed necessary by North Pole
595 Utility in accordance with the requirements of the Utility. Installation must conform to the utility
596 standards of construction.

597

598 B. The City may refuse to permit any person to connect to a water main or to be served directly
599 or indirectly by water from North Pole Utility, and may refuse to accept a water main for
600 operation and maintenance purposes unless the main was constructed and installed pursuant to a
601 written agreement with the City or the City can otherwise assure itself that the main was
602 constructed and installed in compliance with the applicable requirements and specifications of
603 the North Pole Utility.

604

605 C. North Pole Utility will maintain and repair all mains that have been accepted for
606 maintenance and operation by the Utility but will not be responsible for maintaining the
607 customer's service connection or for damage to the service connection caused by freezing that
608 results from negligence or a willful act on the part of the customer.

609 D. The customer's service from point of connection to the City main or the customer's building
610 plumbing shall be kept in repair by the owner or occupant of the premises, who shall be
611 responsible for all breaks in the line and for any damages resulting incidentally therefrom, other
612 than those caused by acts of the North Pole Utility. The City shall not be responsible for damages
613 in service lines freezing resulting from the shut down of a customer's service for a delinquent
614 account. In the case of a frozen water service, the customer shall be responsible for thawing the
615 service line from the main to the building unless the freezing condition can subsequently be
616 demonstrated to have been the result of a malfunction of the City's utility system beyond the
617 control of the customer.

618 1. Exposing a Customer Service Line Break and/or Disconnecting Service in the Event of a
619 Service Line Break. In the event of a customer service line break resulting from freezing or
620 other causes, the North Pole Utility shall disconnect as quickly as is feasible the service to
621 the broken service line to protect public health and safety and to limit damage to public and
622 private property.

623 ~~2.—Responsibility for Expenses for Exposing a Customer Service Line Break and/or~~
624 ~~Disconnecting Service and the Repair of Customer Water Service Line Breaks. In the event~~
625 ~~of a customer water service line break not resulting from negligence or a willful act on the~~
626 ~~part of the customer, as determined by the North Pole Utility in its sole discretion, the North~~
627 ~~Pole Utility may share up to fifty percent of the costs associated with repairing the break in~~
628 ~~the utility right of way and adjacent properties affected by the repair. The North Pole Utility~~
629 ~~shall not be responsible for any of the expenses associated with repairing a customer water~~
630 ~~service line on the customer's property other than if the break is caused by a freezing~~
631 ~~condition and/or other causes that can by a preponderance of the evidence subsequently be~~
632 ~~demonstrated to have been the result of a malfunction of the North Pole Utility.~~

633
634 E. All persons, prior to receiving service from the North Pole Utility, shall provide a separate
635 shutoff valve inside the building or structure for which service is being requested. The valve
636 shall be located on the service line entering the building, ahead of any branch lines, where it is
637 readily accessible in the event of emergency.

638
639 F. The customer service line wherein the point of connection is in excess of fifty feet of the
640 City main water line shall have installed an approved circulation pump system. A circulation
641 pump may also be required in any event where freeze up has occurred, regardless of the distance
642 of the main from the point of connection.

643
644 G. Installation of Water Connection and Water Supply Line.

- 645 1. All water connections shall be installed and mains tapped by a contractor licensed by the
646 State of Alaska. As a prerequisite to commencing any work on the Utility, the contractor
647 shall obtain a permit from the Utility Department where they must furnish:
- 648 a. State of Alaska contractor's license number;
 - 649 b. Proof of workman's compensation insurance, if required by law;
 - 650 c. A bond in the amount of \$5,000 (five thousand dollars) if the work is occurring in or
651 will affect a City of North Pole road right-of-way;
 - 652 d. Proof of payment of City of North Pole Utility tie-in fees (NPMC 13.08.090(B));
 - 653 e. Should the work be in or directly affect a State of Alaska road right-of-way, proof of
654 authorization to work in this right-of-way;
 - 655 f. Should the work be in or directly affect private property other than the property
656 owner for whom the utility connection is for, proof of authorization to work in this
657 private property;
 - 658 g. Should the work or utility connection require an easement or vacation of an
659 easement, proof that the easement or vacation has been obtained;
 - 660 h. Other proof of capability to perform such work as required by the Utility
661 Department;
 - 662 i. Commencing work without a permit from the Utility Department shall be subject to
663 fines as specified in NPMC 13.12.150, Prohibited acts.
- 664 2. A minimum of forty-eight hours' notification is required to schedule an inspection by
665 the North Pole Utility.
- 666 3. All work must be inspected by the North Pole Utility before water is returned to the
667 main and the work is covered. Work not inspected by the North Pole Utility before it is
668 covered shall be re-excavated for inspection by the North Pole Utility at the owner's
669 expense.
- 670 4. The service line connection shall be installed according to the City of North Pole Utility
671 Standards of Construction. (Ord. 12-03 § 2, 2012; Ord. 08-25 § 2, 2008; Ord. 04-08 § 2,
672 2004; Ord. 01-13 § 2, 2001; Ord. 00-16 § 2, 2000; Ord. 85-4 § 1, 1985; Ord. 82-8 § 3.B,
673 1982)

674

675 **13.16.030 Multiple water services.**

676 In buildings occupied by two or more water customers, the water service to each customer must
677 be individually metered and adequately valved to permit disconnection of any customer without
678 interrupting service to the other customers in the building. Existing services that do not meet
679 these requirements will be disconnected, unless the owner of the building has:

680

681 A. Secured a contract arrangement with an approved contractor to modify the water service to
682 meet these requirements; or

683

684 B. Has contracted to be the sole customer for the water service and has had a master water
685 meter installed to meter all water used in the building; or

686
687 C. Has entered into an agreement with the North Pole Utility to guarantee payment of all water
688 service into the building. (Ord. 12-03 § 2, 2012; Ord. 82-8 § 3.C, 1982)

689
690 **13.16.040 Bulk and temporary water sales.**
691 Bulk water sales shall be charged at the current *bulk water* per gallon water charge, including
692 facilities repair and replacement charge, plus a service charge which shall be a minimum of \$25
693 (twenty-five dollars) or ten percent of the transaction, whichever is greater. Each discharge of
694 water shall be considered an individual transaction and subject to a service charge. (Ord. 12-03 §
695 2, 2012; Ord. 00-16 § 2, 2000; Ord. 82-8 § 3.D, 1982)

696
697 **13.16.050 Liability.**
698 A. The North Pole Utility shall not be held liable for damage by fire, flooding, freezing, or
699 other causes resulting from defective piping, fixtures or appliances on the customer's premises
700 supplied with water from the North Pole Utility.

701 B. Inspection of piping, fixtures and appliances shall not create any liability against the North
702 Pole Utility or the employees thereof for damages to persons or property resulting from defective
703 piping, fixtures or appliances on the premises. (Ord. 12-03 § 2, 2012; Ord. 00-16 § 2, 2000; Ord.
704 82-8 § 3.E, 1982)

705
706 **13.16.060 Prohibited acts.**
707 A. No person without first obtaining a permit from the City of North Pole shall be allowed to
708 make a connection to any facility of the North Pole Utility or to make alterations in any conduit,
709 pipe or other fitting connecting directly therewith, or to connect pipes where they have been
710 disconnected, or to turn water service on or off in any premises. No person other than an
711 authorized employee of the North Pole Utility may turn on or turn off any water main of the
712 North Pole Utility system.

713
714 B. No person other than an authorized employee of the North Pole Utility or a member of the
715 Fire Department in connection with official duties may connect to, turn on, or turn off any fire
716 hydrant located on the North Pole Utility system without first obtaining a contract from the City.
717 Illicit connection to, turn-ons or turn-offs of any fire hydrant shall result in a fine of \$1,500 (one
718 thousand five hundred dollars) plus liability for the estimated value of any discharged water and
719 liability for damage to all public or private property caused by the illicit connection to or turn-on
720 or turn-off of a fire hydrant.

721
722 C. No person may allow a premises or facility which is served by the North Pole Utility to be
723 connected to another water system, including a private well or other on-property facility, or to

724 have service from another system readily available to the premises or facility in such a manner
725 that the integrity of the North Pole Utility water service may be jeopardized. Notwithstanding the
726 prohibitions of this section, standby service may be permitted by the North Pole Utility to
727 customers, such as hospitals, clinics or government facilities, if it is determined that the failure of
728 the water supply would be detrimental to the public health, welfare or security; provided, that
729 such a customer must install at his own expense a backflow preventer of a type approved by the
730 Utility ~~Supervisor~~ Superintendent or his designated representative, prior to commencement of
731 service.

732
733 D. In accordance with the latest adopted edition of the Uniform Plumbing Code, the North Pole
734 Utility will not permit any cross-connection and will discontinue service to any persons or
735 premises where a cross-connection exists. The property owner will be responsible for any
736 expenses associated with disconnection and reconnection of utility service. Service will not be
737 restored until the cross-connection is eliminated. Customers using water from one or more
738 sources in addition to receiving water from the North Pole Utility on the same premises shall
739 maintain separate systems for each, and the North Pole Utility's water supply facilities shall be
740 separated from any and all other systems by an air gap of not less than one foot, or if in the
741 ground, by not less than five feet.

742
743 E. *Repealed by Ord. 12-03.*

744
745 F. No person may furnish or provide water with or without charge to another premises located
746 in an area where a service connection could supply water from the North Pole Utility. *The*
747 *service may be disconnected for any utility customer performing such acts.*

748
749 G. No person may waste water supplied by the North Pole Utility. In the event that water
750 wasting is found to jeopardize the functioning of the North Pole Utility, the North Pole Utility
751 may disconnect the service where water is being wasted. (Ord. 12-03 § 2, 2012; Ord. 09-06 § 3,
752 2009; Ord. 08-25 § 2, 2008; Ord. 00-16 § 2, 2000; Ord. 82-8 § 3.F, 1982)

753
754 **Chapter 13.20**
755 **SEWER SERVICE**

756 Sections:

757 13.20.020 Policies and conditions of service.

758
759 R. Private Wastewater Disposal.
760 1. Where a public sewer is not available under the provisions of the Uniform Plumbing
761 Code (UPC), the building sewer shall be connected to a private wastewater disposal system
762 complying with the same provisions and applicable City, State and Federal requirements.

- 763 2. Upon completion of construction of a sewer system extension in an area, the City shall
764 publish a notice that sewer service is available to serve the property owners of that area.
- 765 *i. The owner of a property located within the corporate city limits of the City of North Pole*
766 *as defined in NPMC 13.20.020(A)(4) and served by a private wastewater disposal system*
767 *shall have installed or cause to be installed, at his expense, a connection to the public*
768 *sewer within no less than two years from the date such sewer service is declared to be*
769 *available, or any other timetable as prescribed by City Council or City code. Prior to the*
770 *sale of a property served by a wastewater service system, hookup to the wastewater*
771 *service is required. The connection shall be of a type and installed in a manner consistent*
772 *with this chapter. Monthly wastewater fees as established by City code shall begin at time*
773 *of such connection.*
- 774 *ii. The owner of a property located outside of the corporate city limits of the City of North*
775 *Pole may connect to a sewer system extension in an area. Connection to the sewer system*
776 *shall be at their expense. The connection shall be of a type and installed in a manner*
777 *consistent with this chapter. Monthly wastewater fees as established by City code shall*
778 *begin at time of such connection.*
- 779
- 780 3. Tie-in fees for new service areas are to be established by resolution of the Council. Tie-
781 in fees are due at time of connection; however, arrangements may be made to amortize tie-in
782 fees over a twelve-month period.
- 783 4. Failure to connect to available sewer service within the two-year time period shall be
784 cause for the property owner to be billed and required to pay the applicable monthly
785 wastewater fee on an ongoing month-by-month basis. In addition, the tie-in fee becomes due
786 and payable; however, arrangements may be made to amortize tie-in fees over a twelve-
787 month period.
- 788 5. Failure to connect or pay applicable fees within three years of notice shall be cause for
789 the City to file a lien against said property for outstanding tie-in fees and/or wastewater fees.
790 Such lien shall be reviewed annually and may be adjusted to reflect actual outstanding
791 balances.
- 792
- 793 S. Building Sewers. All building sewers shall be installed in complete accordance with
794 provisions of the Uniform Plumbing Code.
- 795
- 796 T. Service Connection.
- 797 1. No unauthorized person(s) shall uncover, make any connections with or openings into,
798 use, alter or disturb any public sewer or appurtenance thereof without first obtaining a
799 written sewer connection permit from the Mayor or designated representative.
- 800 2. Where construction, repair, maintenance and excavation in public streets are involved,
801 see North Pole Water and Sewer Standards of Construction.

802 3. The owner shall be responsible to the City for any loss or damage that may directly or
803 indirectly be occasioned by the installation of the service connection.

804 4. All requested permit applications shall be screened and evaluated by the [Utility Manager](#)
805 *Director of City Services* and the Mayor or designated representative to determine the
806 following:

- 807 a. The quantity and characteristics of the sewage to be introduced;
- 808 b. The availability of a public sewer;
- 809 c. The sufficiency of the public sewer capacity;
- 810 d. The commitment of the owner for payment of assessments;
- 811 e. The commitment of the owner to comply with all provisions of this code.

812 Unacceptability of any item above shall be sufficient grounds for denying the application.
813 The applicant, if required by the City, shall provide such data as is necessary for the above
814 determination.

815 5. Every service line shall contain cleanouts outside the building as required by the
816 Uniform Plumbing Code.

817 6. All structures shall contain a backwater valve to prevent sewer backup inside the
818 confines of the structure as required by the most current edition of the Uniform Plumbing
819 Code adopted by the City.

820 7. Individual Sewer Services. Independent and separate sewer services shall be provided
821 on each lot for all buildings within the City or that are to be ultimately connected to the
822 municipal sewer system. Common sewer services are expressly prohibited in zero lot line
823 and townhouse developments. Condominiums or planned unit developments with specific
824 association agreements subject to the City's review and satisfaction may be allowed as
825 exceptions. The customer provides and pays for all expenses required to install the necessary
826 sewer pipe, fittings, cleanouts, manholes and pump stations required to connect the property
827 to the City sewer at the point of connection designated by the Utility Supervisor or his
828 designated representative.

829 8. Sampling and Observation Station. When required by the Utility, any commercial or
830 industrial user shall install a suitable sampling station on his property to facilitate
831 observation, sampling and measurement of wastes. Such station, when required by the North
832 Pole Utility, shall be accessible and safely located and shall be constructed in accordance
833 with plans approved by the North Pole Utility. Installation and maintenance expense shall be
834 the responsibility of the property owner.

835 9. All commercial kitchens and other food processing facilities shall furnish, install and
836 maintain a grease trap/interceptor to trap animal and vegetable based greases and oils in
837 accordance with the Uniform Plumbing Code and the local limits criteria listed in subsection
838 (F)(2) of this section. Final acceptance of such a device and the operation and maintenance
839 plan to ensure its proper performance is subject to approval by the North Pole Utility
840 [Department](#). Further applicability and information on this requirement can be obtained from
841 the North Pole Utility.

- 842 10. Installation of sewer stub line and sewer connections:
843 a. All sewer stub lines shall be installed and mains tapped by a contractor licensed by
844 the State. As a prerequisite to commencing any work on the Utility, the contractor shall
845 furnish:
- 846 i. Contractor's license (State of Alaska);
 - 847 ii. Proof of workman's compensation insurance, if required by law;
 - 848 iii. A bond in the amount of \$5,000 (five thousand dollars);
 - 849 iv. Other proof of capability to perform such work as required by the ~~Public Works~~
850 ~~Director~~ *Director of City Services*.
- 851 b. The party or parties installing the building sewer line portion outside the street right-
852 of-way need not meet the requirements of a bonded contractor as outlined above, but
853 they shall make the City aware of their capabilities to perform such work. Those
854 installing this portion of the water service line will, however, be required to meet the
855 same material and workmanship qualifications outlined in the City of North Pole
856 Standard of Construction Specifications.
857
- 858 U. Maintenance and Repair. Users shall be responsible for all maintenance and repair of their
859 service line, connection cleanouts, backwater valves, and shall further be responsible for the
860 removal of soft plugs or debris which accumulate in their service line or connection as well as
861 frozen service line and connections. Users shall ensure that all-weather access is available to
862 sewer system personnel for cleanouts, valves, control manholes and pretreatment facilities
863 located on user property.
864
- 865 V. Claim for Sewage Blockages.
- 866 1. Subject to the provisions of subsection (V)(2) of this section, if it is determined that a
867 backup problem stems from a blockage within a City sewer easement or a main line plug and
868 the property owner notifies the sewer manager prior to incurring costs for cleaning and/or
869 thawing, the customer is eligible for reimbursement of such costs.
 - 870 2. If it is determined that a backup problem stems from a blockage or other malfunction
871 existing within a sewer interceptor or lateral located within the City easement, and if it is
872 determined that such interceptor or lateral was installed by a person, corporation or other
873 entity who, at the time of such installation, was not under contract with the City to install
874 such improvements, then and in such event, the property owner shall have the burden of
875 showing that the person, corporation, or other entity responsible for such installation
876 complied with the provisions of this code prior to connection to the municipal sewer system.
877 If such compliance cannot be established, the customer shall not be eligible for
878 reimbursement of the costs of cleaning and/or thawing, or repairing such broken connection
879 or other obstruction.
 - 880 3. The City will reimburse the customer for steam thawing when performed by a licensed
881 bonded contractor if:

- 882 a. It is determined that the total cost has been paid to the vendor; and
883 b. An original copy of the vendor's invoice, marked paid, is submitted to the City
884 within one hundred twenty days of the date the work was performed; and
885 c. When it has been determined that the backup and/or freezing was caused by a main
886 line plug.
- 887 4. Liability resulting from blockages shall be limited in any event to reimbursement for
888 correction of the blockage.

889
890 W. Liability for Damages Due to Failure of Service. The sewer utility will exercise reasonable
891 diligence in furnishing utility service in compliance with applicable laws and regulations but will
892 not be liable for damage caused by interruptions to service, irregularity of services, or failure of
893 service which occurs as a result of failure of utility facilities, accidents, acts by third persons, or
894 circumstances beyond the Utility's reasonable control.

895
896 X. Service Interruptions. The sewer utility reserves the right to temporarily suspend services
897 when necessary for the purpose of new installations, repairs, testing, modification, expansion,
898 correction or replacement of the system. The Utility will attempt to notify affected utility users of
899 impending service interruptions where possible and where not precluded by emergency
900 conditions. The Utility will exercise reasonable diligence in avoiding inconvenience which may
901 arise out of necessary service interruptions.

902
903 Y. Disclaimer of Warranty. Any approval by the City of a type, kind or capacity of an
904 installation shall not relieve a person of the responsibility of revamping, enlarging or otherwise
905 modifying such installation to accomplish an intended purpose, nor shall any written or oral
906 agreement as to limits of constituents of volume of waters or waste be considered as final
907 approval for continuing operation. These limits will be subject to constant study and change as
908 considered necessary to serve their intended purpose. The utility expressly disclaims warranty to
909 facilities installed by users or by users' representatives. (Ord. 15-05 § 2, 2015; Ord. 12-15 § 2,
910 2012; Ord. 04-08 § 2, 2004; Ord. 01-03 § 2, 2003; Ord. 00-16 § 2, 2000; Ord. 98-16 § 2, 1998;
911 Ord. 88-1 § 2, 1988; Ord. 87-12 § 3, 1987)

912

913

Chapter 13.24 UTILITY RATES

914

915 Sections:

- 916 13.24.020 Metered water and sewer utility rates.
917 13.24.030 Senior determination.
918 13.24.040 Emergency utility customer payment fund.
919 13.24.050 Meter installation.
920 13.24.080 Significant industrial user charges.
921 13.24.090 Fee for connection to City utility mains.

- 922 13.24.100 Negotiated rates.
- 923 13.24.110 Flat rates.
- 924 13.24.120 Account deposits.
- 925 13.24.130 Round-Up utility rate.

926

927 **13.24.020 Metered water and sewer utility rates.**

928 Monthly water and sewer utility rates beginning January 1, 2016, shall be the following:

929

Customer class	Per gallon water	Monthly base water charge	Per gallon sewer charge ¹	Monthly base sewer charge	FRR ² – Water per gallon charge	FRR ² – Sewer per gallon charge	FRR ² Significant industrial discharger, sewer
Single-family residential	\$0.01705	\$5	\$0.01340	\$5	\$0.0025	\$0.0025	–
Senior single-family residential	\$0.008525	\$5	\$0.00670	\$5	\$0.0025	\$0.0025	–
Multifamily residential	\$0.01705	\$25	\$0.01340	\$25	\$0.0025	\$0.0025	–
Senior multifamily residential	\$0.01705	\$25	\$0.01340	\$25	\$0.0025	\$0.0025	–
Commercial	\$0.01705	\$25	\$0.01340	\$25	\$0.0025	\$0.0025	–
Commercial/significant industrial discharger	\$0.01705	\$25	\$0.01340	\$25	–	–	\$0.003911
Bulk water charge	\$0.03						
Fire hydrant meter	\$0.03	\$500 deposit ³					

930

931 1. The monthly sewer charge for the months of May, June, July and August will be capped at
 932 an amount not to exceed the average of the water usage during the months September through
 933 April for single-family and senior single-family residential customers only.

934 2. Facility repair and replacement: funds generated to repair and replace utility capital
 935 infrastructure.

936 3. Fire hydrant meter deposit: The deposit is returned if the equipment is returned in good
937 working order with no damages. Any damages to the equipment are deducted from the deposit.
938 Any damages in excess of the deposit are added to the customer's bulk water charges invoice.
939 (Ord. 15-22 § 2, 2015; Ord. 13-16 § 2, 2013; Ord. 12-24 § 2, 2013; Ord. 12-04 § 2, 2012; Ord.
940 11-11 § 2, 2011; Ord. 11-01 (Substitute A) § 2, 2011; Ord. 11-01 § 2, 2011; Ord. 08-25 § 2,
941 2008)

942

943 **13.24.030 Senior determination.**

944 ~~A.~~ Senior Single-Family Residential. Senior citizens sixty-five two and one-half years or older
945 need only submit a Utility Discount Rate Request Form once to receive the discounted rate for
946 the duration of their utility account with the City.

947 ~~B.—Senior, Multifamily Residential. Multifamily facilities that serve senior clientele are eligible
948 to receive senior multi-family residential utility rates. To be eligible to receive the low-income
949 multifamily residential utility rates, the facility must have a minimum of seventy percent of their
950 beds dedicated to individuals sixty-five years and older. (Ord. 12-04 § 2, 2012)~~

951

952 **13.24.040 Emergency utility customer payment fund.**

953 A. Purpose of the Emergency Fund. The City of North Pole recognizes that residential utility
954 customers can encounter emergency situations that make paying their monthly utility bills a
955 hardship. To help prevent residential utility customers' utility accounts becoming delinquent, the
956 City has created the emergency fund. A residential utility customer facing an emergency that
957 could cause them a financial hardship may apply for temporary assistance to pay a portion or
958 their entire North Pole Utility bill.

959

960 B. Contributing to the Emergency Fund. North Pole Utility customers shall be provided with
961 the option to contribute to the emergency fund. Customers will be provided the option to
962 contribute any sum they wish to the emergency fund either as an addition to their utility payment
963 or as a separate payment. Provision will be provided on monthly utility bills for customers to
964 make donations to the emergency fund. When terminating their utility accounts, customers will
965 be provided the option to transfer all or part of their deposits to the emergency fund.
966 Contributions to the emergency fund are not tax deductible. The City at its discretion may make
967 a contribution to the emergency fund. Any City funds contributed to the emergency fund cannot
968 at a later date be withdrawn by the City from the fund.

969

970 C. Management of Emergency Funds. All funds contributed to the emergency fund shall be
971 deposited in a dedicated interest earning account wholly separate from the operating funds of the
972 City. Emergency funds can only be used to offset North Pole water and sewer utility bills of
973 residential utility customers requesting assistance. Emergency funds cannot be used to pay utility
974 assessments; liquidated damages payments; commercial or multifamily utility bills; utility tie-in
975 fees; or accounts delinquent for nonemergency reasons. The purpose of the emergency fund is to

976 provide temporary assistance to utility customers facing short-term hardships and not to provide
977 ongoing utility bill subsidies for utility customers. ~~Applicants for emergency assistance eligible~~
978 ~~for the low income single family residential utility rates will be encouraged to apply for these~~
979 ~~rates.~~
980

981 D. Awarding of Emergency Funds.

982 1. Emergency Fund Committee. An independent committee recommended by the Mayor
983 and approved by the City Council shall recommend emergency fund awards to utility
984 customers applying for assistance to pay their monthly North Pole Utility bills. The
985 committee shall be composed of no more than seven members, but always an odd number.
986 The Director of City Services or his representative shall be an ex officio member of the
987 committee. A minimum of a majority of the committee must be present at a meeting to
988 recommend an award of emergency funds. In the event a quorum of the committee is unable
989 to meet in time to make award recommendations to the Mayor, the Mayor has the authority
990 to make awards without the committee's recommendation. In the event the Mayor must
991 make awards without the committee's recommendation, the Mayor shall provide a written
992 explanation of the reason he has authorized a payment from the emergency fund and the
993 criteria he used for making the payment authorization. All recommendations made by the
994 committee, Mayor correspondences authorizing payments and records of payments from the
995 emergency fund shall be maintained by the City Clerk.

996 a. Guidelines for Awarding Emergency Funds.

997 i. Significant decline in household income to one hundred fifty percent or below the
998 poverty level as defined by *the most current federal Health and Human Services*
999 *Poverty Guidelines.* ~~in NPMC 13.24.030.~~

1000 ii. Unexpected major household expenses like medical, emergency home repair,
1001 emergency automobile repair, etc.

1002 iii. Changes in family status like divorce, separation, or deployment of a military
1003 spouse.

1004 iv. Other criteria as documented by the committee and/or Mayor.

1005 2. Awarding Emergency Funds. The committee can recommend award assistance no
1006 greater than funds available in the emergency fund and cannot recommend awards that
1007 create a financial liability for the City. No applicant for an emergency fund award can
1008 receive an award that exceeds \$125 (one hundred twenty-five dollars) per month. Awards are
1009 not cash payments but direct transfers from the emergency fund to the North Pole Utility to
1010 offset the applicant's utility bill. The committee will make its recommendations in writing
1011 for awards from the emergency fund to the Mayor. The Mayor has final authority for
1012 approving emergency fund awards.

1013 3. Application for Emergency Fund Award. A North Pole Utility customer seeking an
1014 award from the emergency fund to help them pay all or part of their North Pole Utility bill
1015 shall provide a written explanation of why they need an award. The explanation shall include

1016 the dollar amount of their utility bill and the dollar amount of their award request. Applicants
 1017 shall submit their request for an award no later than the twentieth of the month. If the
 1018 twentieth of the month falls on a weekend or holiday the application is due on the first
 1019 business day following the twentieth. (Ord. 12-04 § 2, 2012; Ord. 08-25 § 2, 2008)

1020
 1021 **13.24.050 Meter installation.**
 1022 Water meters are required on all services connected to the City water system or sewer system.
 1023 Meters shall be installed at the time of service connection to the North Pole Utility and utility
 1024 billing shall begin at the time of service connection. All new construction with access to the City
 1025 water system must install a meter loop to facilitate meter installation. The North Pole Utility will
 1026 furnish an approved meter for each service. The customer shall ensure that the North Pole Utility
 1027 has access to the meter for repair, replacement and performance of maintenance on the meter. All
 1028 meters must be installed in a heated/conditioned space. (Ord. 12-04 § 2, 2012; Ord. 08-25 § 2,
 1029 2008; Ord. 04-08 § 2, 2004; Ord. 01-13 § 2, 2001; Ord. 00-16 § 2, 2000; Ord. 99-14 § 2, 1999;
 1030 Ord. 97-18 § 3, 1997; Ord. 96-19 § 2, 1996; Ord. 95-21 § 2, 1995; Ord. 82-8 § 5.E, 1982)

1031
 1032 **13.24.080 Significant industrial user charges.**
 1033 In addition to the commercial rate cited in NPMC 13.24.020, significant industrial users (SIU),
 1034 as defined in NPMC 13.20.010(D), shall be subject to the following added charges:

1035
 1036 A. Facilities Replacement Rate. This rate shall offset the cost of the City’s facilities used by the
 1037 SIU. These funds will provide for replacing, increasing and/or augmenting the facilities so used
 1038 to accommodate the private and commercial usage originally planned for.

1039 1. The following table contains the factors that shall be used in calculating the FRR:

1040

	LIFE	INTEREST	
COMPONENT	(Months)	(Annum)	CRF
Lift stations	120	7%	0.0116
Treatment works	240	7%	0.0078
Sewer lines	480	7%	0.0062

1041
 1042 $i = \text{Interest rate} = 7.00\%/year$
 1043 $CRF = \text{Capital recovery factor (uniform series)}$
 1044 $C = \text{Construction value} = \text{Cost of major component}$
 1045 $Q_{siu} = \text{SIU flow (k gal./mo.)}$
 1046 $Q_{des} = \text{Design capacity flow (k gal./mo.)}$
 1047 $FRR = \text{Facilities replacement rate (\$/k gal.)}$
 1048 Each major component (lift station, lagoon, sewer line) of the SIU flow path shall be
 1049 considered separately as to its design life and SIU proportion of flow capacity. The

1050 aggregate sum of the component shares shall be divided by the estimated total SIU monthly
 1051 flow to arrive at a rate.

$$FRR = \frac{Q_{siu} \times C \times CRF}{Q_{des}} + \text{for each major component} \times \frac{1}{Q_{siu}}$$

1052
 1053 The FRR shall be revised whenever there is a significant change in any of the affecting
 1054 factors, but not more than once a year.

1055
 1056 **C. High Strength Surcharge.** In order to maintain a high quality of treatment and effluent
 1057 discharge to the public waterways, it is the intention of the City to require any SIU to
 1058 pretreat their sewage to meet the regulating parameters set forth in this section. If the
 1059 SIU's discharge into the City's system exceeds these parameters due to an accidental
 1060 discharge, the SIU shall in addition to the requirements in other sections and any fines
 1061 and penalties be subject to the following high strength surcharge (HSS):

$$HSS = \frac{BOD_{siu} \text{ (excess)}}{200 \text{ mg/l}} \times R + \frac{TSS_{siu} \text{ (excess)}}{200 \text{ mg/l}} \times R + \frac{COD_{siu} \text{ (excess)}}{500 \text{ mg/l}} \times R + \frac{T_{siu} \text{ (deficit)}}{36^{\circ}F} \times R$$

1063
 1064 where:

- 1065 BOD_{siu} (excess) = BODs of significant industrial user's discharge, minus 200 mg/l.
- 1066 TSS_{siu} (excess) = Total suspended solids of significant industrial user's discharge, minus 200
 1067 mg/l.
- 1068 COD_{siu} (excess) = COD of significant industrial user's discharge, minus 500 mg/l.
- 1069 T_{siu} (deficit) = 45°F minus temperature of significant industrial user's discharge at the point
 1070 of connection.

1071 R = The commercial rate cited in NPMC 13.24.020.

1072 The duration of HSS shall be from last permit compliant sample to the succeeding permit
 1073 compliant sample measured by either the City or the SIU.
 1074 This charge applies only when the SIU discharge into the City's system exceeds two hundred
 1075 milligrams per liter BOD⁵, and/or two hundred milligrams per liter total suspended solids, and/or
 1076 five hundred milligrams per liter chemical oxygen demand, and/or the temperature is less than
 1077 forty degrees Fahrenheit.

1078
 1079 **C. SIU-Specific IPP Fees.** In addition to all other charges under this chapter, each SIU shall
 1080 pay for any services specifically associated with that SIU for the administration, monitoring, or
 1081 enforcement of the IPP. SIU-specific IPP services shall include, but are not limited to, IPP
 1082 development costs, permit application and renewal, plan review, IPP compliance monitoring
 1083 laboratory and inspection work, and spill or permit violation response work. The charges for

1084 such services will include the City’s direct costs including charges from subcontractors, plus an
 1085 administrative overhead fee from the City, and will be charged directly to the SIU. (Amended
 1086 during 2015 reformat; Ord. 12-15 § 3, 2012; Ord. 12-04 § 2, 2012; Ord. 08-05 § 2, 2008; Ord.
 1087 01-16 § 2, 2001; Ord. 97-18 § 3, 1997; Ord. 96-19 § 2, 1996; Ord. 95-21 § 2, 1995; Ord. 93-6 §
 1088 2, 1993; Ord. 88-1 § 2, 1988; Ord. 87-12 § 3, 1987)

1089
 1090 **13.24.090 Fee for connection to City utility mains.**

1091 *Repealed by Ord. 12-04.* (Ord. 08-05 § 2, 2008; Ord. 98-16 § 2, 1998; Ord. 97-18 § 3, 1997; Ord.
 1092 96-19 § 2, 1996; Ord. 95-21 § 2, 1995; Ord. 93-6 § 2, 1993; Ord. 87-12 § 3, 1987; Ord. 82-8 §
 1093 5.G, 1982)

1094
 1095 **13.24.100 Negotiated rates.**

1096 Rates for special or temporary usage of utility services which are not strictly addressed in this
 1097 chapter shall be established by the City Council on an individual case basis. (Ord. 12-04 § 2,
 1098 2012; Ord. 97-18 § 3, 1997; Ord. 96-19 § 2, 1996; Ord. 95-21 § 2, 1995; Ord. 93-6 § 2, 1993;
 1099 Ord. 87-12 § 3, 1987; Ord. 82-8 § 5.H, 1982)

1100
 1101 **13.24.110 Flat rates.**

1102 Customers whose water service is unmetered or whose water meter is nonfunctional or the
 1103 Utility is unable to replace the water meter shall be charged the following flat rates based upon
 1104 their customer class. Customers’ failure to connect to available water and/or sewer service within
 1105 the mandated two-year time period shall be cause for the property owner to be billed and
 1106 required to pay the applicable monthly water and/or sewer flat rate fee on an ongoing month by
 1107 month basis as per NPMC 13.12.090, Compulsory connection to City water and sewer utility.
 1108 Monthly water and sewer utility flat rates beginning January 1, 2012, shall be the following:
 1109

Customer class	Water	Monthly base water charge	Sewer	Monthly base sewer charge	FRR water	FRR sewer	FRR significant industrial discharger, sewer	Total monthly charge
Single-family residential	\$50	\$5	\$50	\$5	\$5	\$5	–	\$120
Senior single-family residential	\$25	\$5	\$25	\$5	\$5	\$5	–	\$70
Multi-family residential	\$100	\$25	\$100	\$25	\$10	\$10	–	\$270

Customer class	Water	Monthly base water charge	Sewer	Monthly base sewer charge	FRR water	FRR sewer	FRR significant industrial discharger, sewer	Total monthly charge
Senior multi-family residential	\$100	\$25	\$100	\$25	\$10	\$10	–	\$270
Commercial	\$200	\$25	\$200	\$25	\$20	\$20	–	\$490
Commercial/significant industrial discharger	\$1,000	\$25	\$1,000	\$25	–	–	\$100	\$2,150

1110

1111 (Ord. 12-04 § 2, 2012)

1112 **13.24.120 Account deposits.**

1113 A. Creation of Water and Sewer Utility Accounts.

1114 1. Deposits, Water. There is a \$75 (seventy-five-dollar) deposit required to open a utility
1115 water account.

1116 2. Deposits, Sewer. There is a \$75 (seventy-five-dollar) deposit required to open a utility
1117 sewer account.

1118

1119 B. Return of Utility Account Deposit.

1120 1. An account holder with no delinquent utility charges or other delinquent charges owed
1121 to the City of North Pole during the account holder’s first twenty-four months of their utility
1122 account shall receive one hundred percent of their deposit(s) returned to them.

1123 2. An account holder with only one month where their account carried delinquent utility
1124 charges in the first twenty-four months of their account and no delinquent charges in the
1125 second twenty-four months of their utility account and no other delinquent charges owed to
1126 the City of North Pole shall receive one hundred percent of their deposit(s) returned to them
1127 after twenty-four months.

1128 3. An account holder’s utility deposit(s) shall be held until the account holder closes the
1129 account if they have one month where their account carried delinquent utility charges during
1130 the first forty-eight months of their utility account.

1131

1132 C. Application of Deposit to Final Utility Charges.

1133 1. A utility account holder’s utility deposit shall be applied to their final utility bill. Should
1134 there be an outstanding balance in the deposit after payment of the final utility bill, the
1135 balance shall be returned to the former account holder.

1136 2. The utility shall make a good faith effort to return the balance of a former utility account
1137 holder's outstanding utility deposit; however, any utility deposits returned or not claimed
1138 after a period of three months shall be transferred to sewer or water miscellaneous utility
1139 revenue account as appropriate. (Ord. 15-05 § 2, 2015)

- 1140
- 1141 **13.24.130 Round-Up utility rate.**
- 1142 A. Voluntary Participation. Utility account holders may voluntarily choose to participate in the
1143 Round-Up program and they may withdraw from the program at any time.
- 1144
- 1145 B. The Round-Up utility rate shall be calculated by rounding up the total monthly utility charge
1146 on a utility bill to the nearest whole dollar amount; for example, a utility bill calculated at \$77.23
1147 would be rounded up to \$78 (seventy-eight dollars).
- 1148
- 1149 C. The revenue generated by the Round-Up program shall be used to support the emergency
1150 utility customer payment fund established in NPMC 13.24.040.
- 1151
- 1152 D. Funds generated by the Round-Up program shall be deposited in a dedicated fund. (Ord. 15-
1153 05 § 2, 2015)

1154

1155 **Chapter 13.28**

1156 **LIEN ON REAL ESTATE FOR DELINQUENT UTILITY PAYMENTS AND ACCOUNT**
1157 **RESOLUTION PROCEDURES**

1158 Sections:

- 1159 13.28.010 Lien rights.
1160 13.28.020 Delinquent utility account resolution process.

1161

1162 **13.28.010 Lien rights.**

1163 A. The City of North Pole shall have a lien upon any and all real property serviced by any of
1164 the utilities referenced in this title for the payment of all charges incurred by the utility customer
1165 with the City. This lien shall be superior to any and all other liens to the maximum extent
1166 allowed under State law.

1167

1168 B. The Utility Billing Clerk shall maintain a list of all individuals whose utility accounts with
1169 the City are more than ninety days delinquent. The list shall include the name of the individual
1170 holding the account with the *City North Pole Utility*, the legal description of the property
1171 serviced by the *North Pole Utility*, and the amount delinquent. The Utility Billing Clerk shall
1172 cause a lien to be recorded for the amounts owed, including fees, costs and attorney fees, ninety
1173 days from the date of delinquency.

1174

1175 C. The lien created in this section may be foreclosed upon pursuant to the procedures set forth
1176 in NPMC 13.28.020.

1177

1178 D. The customer of the City utility shall pay all administrative fees, costs and attorney fees
1179 incurred by the City in the collection of the delinquent utility bills and said amount shall be
1180 included in the lien in favor of the City. (Ord. 11-04 § 2, 2011; Ord. 99-7 § 3, 1999)

1181

1182 **13.28.020 Delinquent utility account resolution process.**

1183 A. Thirty Days Past Due Accounts. When a utility account becomes thirty days past due, the
1184 customer shall receive their regular utility bill indicating the account balance including any
1185 additional charges. In addition to sending the account holder their utility bill, the City shall do
1186 the following:

1187 1. The account balance shall include a late charge calculated at 0.00875 percent of the
1188 delinquent account balance.

1189 2. The account holder shall be sent by regular U.S. mail a separate notification that the
1190 account is delinquent.

1191

1192 B. Sixty Days Past Due Accounts. When an account becomes sixty days past due, the customer
1193 shall receive their regular utility bill indicating the account balance including any additional
1194 charges. In addition to sending the account holder their utility bill, the City shall do the
1195 following:

1196 1. The account balance shall include a late charge calculated at 0.00875 percent of the
1197 delinquent account balance.

1198 2. A lien shall be filed against the property owner responsible for the account. If the utility
1199 account holder is a tenant, the lien shall be filed against the property owner.

1200 3. The utility account shall be assessed a liquidated damages fee equivalent to the charges
1201 to file and remove a lien plus a \$25 (twenty-five dollar) filing fee.

1202 4. The account holder shall be sent a notice of account delinquency via ~~certified~~ mail
1203 indicating the amount of the account balance, including all additional charges, and
1204 notification that a lien has been filed against the property.

1205 5. The City will attempt to contact, by ~~certified~~ mail, the property owner if the delinquent
1206 account is for a tenant. It is the responsibility of property owners to notify the City of tenant-
1207 owner relationships and to provide the City with current contact information.

1208

1209 C. Ninety Days Past Due. When an account becomes ninety days past due, the account holder
1210 shall receive their regular utility bill indicating account balance including any additional charges.
1211 In addition to sending the account holder their utility bill, the City shall do the following:

1212 1. The account balance shall include a late charge calculated at 0.00875 percent of the
1213 delinquent account balance.

1214 2. A liquidated damages charge of \$50 (fifty dollars) shall be added to the account balance
1215 after determination of the late charge.

1216 3. The account holder shall be sent a notice of account delinquency via certified mail
1217 indicating the amount of the account balance, including all charges. The notification shall
1218 indicate the deadline that the account holder must pay the delinquent account balance or by
1219 which they must sign a legally binding confession of judgment specifying a repayment plan
1220 to prevent a shutoff of water service.

1221 ~~4.—A door hanger shall be placed at the residence of the delinquent account holder~~
1222 ~~indicating the amount of the account balance, including all charges. The door hanger shall~~
1223 ~~indicate the deadline that the account holder must pay the delinquent account balance or by~~
1224 ~~which they must sign a legally binding Confession of Judgment specifying a repayment plan~~
1225 ~~to prevent a shutoff of water service.~~

1226 ~~5.—If the account holder has neither paid the delinquent utility account balance in full by the~~
1227 ~~deadline specified in the certified mail notification and in the door hanger notice nor signed a~~
1228 ~~confession of judgment, the City shall, unless the account holder consents to the City~~
1229 ~~entering the premises to shut off the water, initiate legal action to shut off water service to~~
1230 ~~the property. Upon proof of compliance with this chapter, the City shall be entitled to a writ~~
1231 ~~of assistance and an order allowing it to enter the premises served by the Utility for the~~
1232 ~~purpose of shutting off the water service and to verify, at reasonable intervals based on the~~
1233 ~~circumstances, that the water shutoff device has not been bypassed or tampered with.~~

1234
1235 *5. The North Pole Utility shall be entitled to terminate water service to a delinquent utility*
1236 *account holder if the account holder has neither paid the delinquent utility account balance*
1237 *in full by the deadline specified in the certified mail notification nor signed a confession of*
1238 *judgment, the City shall initiate action to disconnect water service to the delinquent property*
1239 *service address. (NPMC 13.12.130B). Should it not be practical, at the sole discretion of the*
1240 *North Pole Utility, to disconnect the water service due to weather or other conditions, the*
1241 *North Pole Utility may initiate legal action to shut off water service to the property. Upon*
1242 *proof of compliance with this chapter, the City shall be entitled to a writ of assistance and an*
1243 *order allowing it to enter the premises served by the Utility for the purpose of shutting off*
1244 *the water service and to verify, at reasonable intervals based on the circumstances, that the*
1245 *water shutoff device has not been bypassed or tampered with.*

1246 6. All legal fees and costs associated with resolving a delinquent utility account shall be
1247 borne by the account holder. In the case where the account is held by a tenant who fails to
1248 resolve the delinquent account, the landlord and tenant shall be jointly responsible for the
1249 delinquent account and any associated charges, costs or attorney fees.

1250 7. The City will attempt to contact by certified mail the property owner if the delinquent
1251 account is for a tenant. It is the responsibility of property owners to notify the City of tenant-
1252 owner relationships and to provide the City with current contact information.

1253 8. All accounts not paid in full upon completion of the above process, including account
1254 holders who fail to timely satisfy the terms of a confession of judgment, shall be subject to
1255 foreclosure of the entire parcel of real estate served by the Utility by complaint filed in the
1256 District or Superior Courts of the State of Alaska, as appropriate for the amount due. Upon
1257 presenting proof of completion of the process set forth in this chapter, and after the passage
1258 of sixty days from service of the foreclosure complaint, the City shall be entitled to a
1259 judgment of foreclosure against the real estate and judgment against the account holder,
1260 unless the account has been paid in full plus costs, attorney fees and interest incurred until
1261 the account is paid in full.

1262 9. Upon the sale of foreclosed real estate, the property owner shall be entitled to all
1263 proceeds in excess of the amount owed to the City, after payment of all costs of sale or any
1264 other costs or attorney fees incurred by the City in collecting on the account. (Ord. 11-04 § 2,
1265 2011

1266
1267 **Section 3.** Effective date.

1268
1269 This ordinance shall become effective 8:00 AM, the date following its adoption.

1270
1271 **PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council
1272 this 15th day of August 2016.

1273

Bryce J. Ward, Mayor

ATTEST

Kathryn M. Weber, MMC
North Pole City Clerk

1274

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

City of North Pole
Director of City Services

Memo

To: North Pole City Council
From: Bill Butler
Date: July 27, 2016
Subject: Recommendation to approve purchase of a wood chipper by the Public Works Department

Recommendation

Approve the Public Works Department request to purchase a wood chipper for \$18,990.00 (See attached quote.) Funds for the purchase will be from Street Maintenance, the major function that the chipper will support. (Current balance as of 7/27 equals \$65,051.90.)

Background

The Public Works Department has increasingly taken responsibility for brush clearing along city streets and other brush clearing projects that in the past have been performed by private contractors. Public Works has a brush cutting attachment for its Bobcat that can clear moderate sized brush in ditches and road rights of way (ROW). The size of the brush that this attachment can clear safely is approximately one to two inches in diameter. This attachment effectively mulches the brush so the organic material can be left in place. Larger brush must be cleared with chain saws and other hand-held equipment. Brush cleared by hand must be loaded on to a truck, hauled to the City's dump site, unloaded and the staff then returns to the work site to gather more brush. This approach is inefficient. In addition, the site where we dispose of brush is rapidly filling. The brush disposed at the site is not compacted, it consumes significant space and Public Works must periodically hire a contractor with a bulldozer or large loader to level the site and compact the accumulated brush. This contracted work can cost between \$1,000 and \$2,000 depending upon the time to complete the work and can exceed \$2,000.

Brush chipped at the site where the brush is cut can often be left on site with no need to haul it to a disposal site. Should the volume or composition of chipped brush not be suitable for leaving on site, a chipper will automatically load the chipped brush onto a vehicle for hauling; the volume of the chipped brush is more compact so transporting it requires fewer trips to the dump site; the compacted volume of chipped brush will fill the dump site more slowly; and chipped brush at the dump site can be leveled with the Public Works' equipment and chipped brush can be driven upon, therefore; requiring less frequent need for leveling of the dump site by a private contractor.

The accumulated brush in some cases represents a wasted resource. Brush, tree limbs, and logs if chipped by Public Works can be used for landscaping, for example; the dog park has a bed of chipped brush. Chipped brush can also be used in planting beds or to line walking trails.

Public Works contacted local vendors and was only able to find a single local vendor that provides commercial grade wood chippers. The recommended wood chipper will chip material up to eight inches in diameter. It can blow the chips into our dump truck for hauling. We did investigate wood chippers that can function as an attachment to Bobcats; however, these units have limited power and the maximum size of items that can be chipped is four inches. Using a wood chipper attached to the Bobcat also limits the use of the Bobcat—when chipping wood, Public Works cannot use the Bobcat to clear brush, making the department less efficient.

Rental of equipment was also considered. Rental equipment is only available if no one else has the equipment rented. The Department's productivity is restrained trying to use rental equipment—staff time is required to collect and return the equipment to the vendor each time the equipment is rented. Rental of commercial-grade chippers can exceed several hundred dollars for a single day's rental (not counting staff time to collect and return the unit). Longer-term rentals can exceed \$1,000 or more depending upon the length of the rental. An important use for the chipper will be in "emergency" situations; for example, when trees fall across roads and they must be removed quickly. Chipping downed trees immediately is a service to our residents and using a chipper can make the process more efficient—less time is spent loading and unloading brush that must be hauled to the dump so more work can be done in less time resulting in roads being cleared more quickly.

The Woodway
1830 RJ Loop
Fairbanks, AK 99709
(907) 452-4002
Fax (907) 452-5332

Quote No: 17265
Date: 07/12/16
Page: 1

Sold To: CODY LOUGEE
CITY OF NORTH POLE
125 SNOWMAN LN.
NORTH POLE, AK 99705

Customer No: 11408
Phone No: 907-488-2281

Ship To: 125 SNOWMAN LN.
NORTH POLE, AK 99705

Cust. Order #:

Salesperson: #29 - JON

Product Code	Item Description	Qty	Unit Price	Amount
BCCH8993H	CHIPPER 8" 993cc/ AUTO FEED	1	18990.00	18990.00
MISC SAW SHOP	MISC SAW SHOP	1	0.00	0.00
	INCLUDE SHIPPING TO THE WOODWAY, ASSEMBLED AND TEST RUN ALLOW 10 DAYS 2 WEEKS			

Sub-Total: 18990.00

Shipping: 0.00

Tax [0]: EXEMPT *

Total: 18990.00

Amount Paid: 0.00

Amount Due: 0.00

Change: 0.00

Thank you for your order!
No returns or exchanges without receipt.
Visit us online at www.TheWoodway.com