



CITY OF NORTH POLE
Regular Meeting December 09, 2019
North Pole Council Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, December 09, 2019
Committee of the Whole: 6:30 p.m.
Regular City Council Meeting –7:00 p.m.

MAYOR

Michael Welch
488-8584

CITY CLERK

Vacant

COUNCIL MEMBERS

Perry Walley – Mayor Pro Tem	347-0135
Santa Claus – Deputy Mayor Pro Tem	388-3836
Aino Welch – Alt. Deputy Mayor Pro Tem	488-5834
DeJohn Cromer	347-2808
David Skipps	750-5106
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**
 - December 2, 2019 Council Meeting
- 6. Communications from the Mayor**
- 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 19-22, An Ordinance of North Pole, Alaska to Amend the 2019 Operating Budget.
- b. Resolution 19-07, An Resolution Establishing the 2020 City of North Pole Bed Tax Grant Distribution.

12. New Business

- a. Ordinance 19-23, An Ordinance Amending the Sales Tax Code 4.08.020 Imposition of Rate and 4.08.020 section C.
- b. Ordinance 19-24 An Ordinance of the City of North Pole Alaska to Amend the 2019 Water Utility Operating Budget.
- c. Resolution 19-08 A Resolution to Extend for Not More than 90 Days to Satisfy the Vacancy of the Municipal Clerk.

13. Council Comments

14. Adjournment

Detailed information and copies of agenda documents may be obtained at the Office of the City Clerk, 125 Snowman Lane or on the City website www.northpolealaska.com. Notice of Council Action is available at City Hall and on the City website following the meeting. Council Meetings are aired live via audio streaming from the City's website. Inquiries concerning ADA compliance or accommodations should be directed to the City Clerk.



NORTH POLE CITY COUNCIL
REGULAR MEETING MINUTES, DECEMBER 02, 2019
NORTH POLE CITY COUNCIL CHAMBERS
125 SNOWMAN LANE, NORTH POLE, ALASKA

Mayor Michael Welch called the regular City Council meeting of Monday, December 02, 2019 to order at 7:00 p.m with the following Council Members in attendance:

Council Members Present: Santa Claus
DeJohn Cromer
Thomas McGhee
David Skipps
Perry Walley - Absent
Aino Welch

Also Present: William Butler, Director of City Services
Tricia Fogarty, Chief Financial Officer
Jeromey Lindhag, Police Chief
Geoff Coon, Fire Chief

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Welch asked everyone to join him in the Pledge of Allegiance.

INVOCATION

The Invocation was given by City Council Member Aino Welch.

APPROVAL OF AGENDA

Mr. McGhee moved to approve the agenda of December 02, 2019.

Seconded by Mrs. Welch.

Discussion

Mr. McGhee moved to consent the following items:

Old Business:

B

New Business:

A, B, D, and E

Seconded by Ms. Welch.

Discussion

None

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AMEND THE AGENDA OF NOVEMBER 02, 2019 AS FOLLOWS:

YES: 6 – McGhee, Skipps, Cromer, Claus, Welch, Welch

NO: 0

ABSTAIN: 0

Mayor Welch declared the MOTION CARRIED

Discussion on the agenda as amended

None

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE AMENDED AGENDA OF DECEMBER 02, 2019 AS FOLLOWS:

YES: 6 – McGhee, Skipps, Cromer, Claus, Welch, Welch

NO: 0

ABSTAIN: 0

Mayor Welch declared the MOTION CARRIED

APPROVAL OF MINUTES

Mr. McGhee moved to approve the Minutes of November 04, 2019 and November 11, 2019.

Seconded by Mr. Skipps.

Discussion

None

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE MINUTES OF NOVEMBER 04, 2019 AND NOVEMBER 11, 2019 AS FOLLOWS:

YES: 6 – McGhee, Skipps, Cromer, Claus, Welch, Welch

NO: 0

ABSTAIN: 0

Mayor Welch declared the MOTION CARRIED

COMMUNICATIONS FROM THE MAYOR (Audio 4:50)

- Went on Civic leader tour in Dallas, and Arizona, met with Congressional Delegation and learned more about the F-35s. Knowledge regarding the F-35s has significantly increased.
- The Bed Tax Committee met, there was 8 organizations seeking the share of funds.
- Last week was interviewed by The Daily News-Miner regarding online sales tax, that can be read in todays paper. Santa fact checked him and backs up what is said in the newspaper article.
- Barry Nicholsberg will be a special guest to the city this weekend and will be here Saturday Morning. They will be receiving a tour of Eielson and will be attending our Christmas festival.

COUNCIL MEMBER QUESTIONS OF THE MAYOR (Audio 11:44)

- Mr.McGhee asked when we will start advertising for City Clerk. Mayor stated that the job should be opened up this Friday. We were going over the job elements and updating the descriptions. Mayor has meeting with Zane Wilson regarding this and it will be posted in the News-Miner Friday. The code says there is 45 days from the date of being resigned in order to get the position filled unless there is a resolution done.
- Mrs. Welch asked if we can advertise for a Clerk without defining the new job descriptions. Mayor Welch felt like having the job description updated first was important so that it can be advertised correctly. The Council members will be provided with the new job description when it is determined.

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Fire Department, Chief Coon

- FF. Linsey Longridge has completed in processing and her first shift was yesterday. FF. Longridge comes to use from Steese Fire Department. She is certified as an EMT 3 and FF2. She has also been working as a temp employee for us for the last year. We are very happy to have her as a full-time member of our department
- We have one full time employee that is in the advanced stage of testing with Anchorage Fire Department and are expecting this to cause us to have a vacancy in the next month.
- At the request of the Mayor I have participated with the other department heads in a training seminar with Confluence Consulting 49 LLC.
- I am working on completing the Alaska Assessment for the city of North Pole. This report is required for both SHSP and EMPG grant funding. I am expecting this report to take 40 hours.

Training:

- Members of the FD are working on required training in preparation for our ISO inspection this summer. This is something we continually work on but especially in the winter to get ahead of our requirements when summer projects must be completed.

- FF-1 is complete and our student passed her practical test and is awaiting written scores. All students enrolled in EMS classes have passed.

Maintenance Report:

- Nothing to report

Finance, Tricia Fogarty

- Property tax was \$9,000 more than budgeted for. Two more payments will be coming in before the end of the year.
- Three people worked on minutes for this packet, Michelle, Melanie and Tricia it was a team effort. Thankful for coworkers, could not have pulled this off without them.

Police Department, Lieutenant Jeromey Lindhag

- Shop With a Cop is December 13th.
- First Responder Ice Dogs Game. They raised thousands of dollars for the Shop With a Cop program.
- Chief Dutra and Lieutenant Lindhag will be attending the Executive Development Conference this week.
- Coffee With a Cop is tentatively scheduled for December 14th at the Santa Claus House.
- Firearms training for the department will be done in the next couple of weeks to finish up departmental Inservice training for the year.
- New vehicle that was purchased in March should be arriving soon.
- Mormon Church is collecting items at their Church to create packs for Police Officers to hand out to people who are in need.
- A citizen came to the Mayor to compliment Sergeant. McBroom about how he was treated respectfully at a traffic stop.
- Mrs. Welch also received a kudos from a citizen regarding how one of our officers treated him regarding a concern.
- Retirement party details for Sergeant Bellant will get finalized this week and we will inform everyone on the details when they are known.

Building Department, Bill Butler

- Issued a framing permit for a project that is converting a building into a Bed and Breakfast
- We have received some calls for new business that may want to come into the mall, no permits have been submitted quite yet.
- Paperwork has been submitted for an automobile museum but nothing formal to get to the permit process quite yet.
- All Christmas decorations are now in place, citizens always look forward to seeing them.
- Expecting another possible citywide snow plow, there is enough money in the budget for 2019 for three more times of plowings before the next budget would kick in.

- There will be an open house for Utilities for the North Pole Expansion this Wednesday at the North Pole Plaza Mall from 3:00pm to 8:00pm.
- Moose Creek water system expansion project design documents were due today. Tomorrow we're going to get hard copy documents. The invitations to bid will go out Wednesday, December 4th with bids due January 10th, 2020. There were 26 private easements required for this project and we have purchased all 26 of them.

Borough Representative

None

City Clerk

None

ONGOING PROJECTS

- **Mr. Claus** Attended AML conference this year. Nils Andreson presented regarding working together and making a difference. Of all presenters, the one from the USEPA was most spectacular. It was a great presentation covering the origin measurement, dispersion containment, and impact on health. There was an AML resolution committee meeting that went over about 30 different resolutions and legislative strategy position statements. We voted yes on all proposals and they all passed. Discussed cybersecurity tackling fraud. Because a few cities have experienced this they recommend cities have insurance for hacking and ransom between \$300,000 and \$5 million. There was AML board candidate announcements this year, we did not put anyone up on the board but the opportunity will come up again in a couple of years.

CITIZEN'S COMMENTS – (Limited to Five (5) minutes per Citizen)

- **Donna** talked about some of the things Explore Fairbanks has done this year. They have spent \$350,000 a year to design and distribute the visitor guides. They staff attended various trade shows and media events, North Pole was highlighted in many of those presentations. There have been many familiarization tours done in North Pole this year, to include travel agents and tour operators from around the world that may offer itineraries in our area.

The Aurora tracker page on the Explore Fairbanks page offers North Pole as a viewing site, the North Pole page has seen 65,726 click throughs. Social Media across the board has seen an increase across the board since 2018.

Mayor Welch asked Donna to do a presentation for new families coming into Eielson so they can know everything that is available to them here in North Pole by next October sometime.

Mayor Welch called to suspend the rules for a 5-minute recess.

OLD BUSINESS

ORDINANCE 19-20, AN ORDINANCE OF THE NORTH POLE CITY COUNCIL ESTABLISHING THE 2020 OPERATING BUDGE AND CAPTIAL BUDGE AND LEVYING THE MILL RATE

Mayor Welch introduced the ordinance

McGhee moved to amend ordinance *Second by Welch*

McGhee moved to amend for technical correction, fund 43 to insert river flow analysis \$108,351 and utility readiness should read \$200,000.

McGhee moved to amend ordinance 19-22 to change the maximum tax rate from \$10.00 to \$16.50 at \$300.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AMEND ORDINANCE 19-20 AS FOLLOWS:

YES: 6 – McGhee, Skippis, Cromer, Claus, Welch, Welch

NO: 0

ABSTAIN: 0

Mayor Welch declared the MOTION CARRIED

Discussion

Mayor Welch would like to ask the council entertain taking the exemption line from \$200 and moving it to \$300. Mayor Welch said this increase will make up for the gap. The mayor mentioned that human error can happen when calculating but most stores point of sale machines can calculate this on their own.

Mr. McGhee felt it might be nice to have this be an even number rather than \$16.50. He thinks that this may make it complicated for the stores however most of the machines are pretty technical so it might not be too big of an issue.

NEW BUSINESS

RESOLUTION 19-07, A RESOLUTION ESTABLISHING THE 2020 CITY OF NORTH POLE BED TAX GRANT DISTRIBUTION

Mayor Welch introduced the resolution

McGhee moved to introduce and adopt Resolution 19-07, a Resolution Establishing the 2020 City of North Pole Bed Tax Grant Distribution Seconded by **Welch**

Discussion

Mr. McGhee stated he is concerned whether we are truly meeting the economic development and tourism goal that this bed tax was originally set up for. There are also concerns with the new people on the committee in reference to the North Pole Area Housing Association, this has nothing to do with tourism or economic development but does relate closely to social services. Would like to know if these people did meet the regulations and if so, why are they on the list. Mr. McGhee felt like some of the organizations receiving money do not qualify due to the set guidelines.

Mayor Welch stated that eight of the organizations went over the paperwork for the organizations and they decided they would divide the \$67,695. He felt the Clerk and Members of the Committee were not communicating with each other in a timely fashion. The Committee did not seem to have enough time to look over the packets thoroughly. Mayor believes that this has evolved overtime. He also thinks that The Memorial Park does bring people up from across the country and the State to see their family on the wall. Recommends removing at least the Worlds Biggest Backpack and The Housing Association and will run the numbers for next meeting

Mr. McGhee brought up the Lions, he feels like the Memorial Park has nothing to do with tourism and does not qualify under the bed tax and neither does the Operation Glow Glow Sticks. The type of events such as Christmas on Ice and the Candle Lighting Service that are not happening anymore are the kinds of events that bring in Tourism. Would like more than we are getting for our dollar from Explore Fairbanks but he does agree with this organization getting funds from bed tax. He would like to remove the Lions Club, The North Pole Alaska Housing Authority and The World's Biggest Backpack.

Santa Claus stated that he feels the North Pole Area Housing Association does have something to do with the economic development and keeping a space for seniors to live here in North Pole and to encourage other entities to build housing for seniors. Santa also mentioned we have quite a few applicants who did not submit the required paperwork. It might be time to look at all of the ones who did submit the required paperwork.

Mrs. Welch stated she was never provided the rules and guidelines for this. She felt if the clerk deemed it eligible then they were in fact eligible. She voted mostly for things that were very tangible like Conex for the Dog Musers.

Mr. Cromer feels the Worlds Biggest Backpack should be on this list. They bring thousands of people to this community with the World's Biggest Backpack as well as the annual food truck rally and he would like to keep it on the list.

Mr. McGee made a motion to amend resolution 19-07 to removed Lions Club, North Pole Area Housing Association and Worlds Biggest Backpack, seconded by Mr Claus

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AMEND RESOLUTION 19-07 AS FOLLOWS:

Yes: 6 – Welch, Claus, McGhee, Skipps

No: 2 – Cromer, Welch

Abstain: 0

Mayor Welch declared the MOTION CARRIED

COUNCIL COMMENTS

Thomas McGhee mentioned he is grateful for this council and appreciates that everyone is open for discussion. He believes we need to have a committee formed to go over the ordinances, he will volunteer to chair that committee.

Mayor Welch asked the council to think about the legislative priorities as well as the calendar for next year. Not sure if we want to take the winter AML session or next fall, that will be the only thing that will make us have to adjust the schedule

Mr. McGhee moved to adjourn the meeting at p.m.

Seconded by Mrs. Welch.

The regular meeting of Monday, December 02, 2019 adjourned at p.m.

Michael W. Welch, Mayor

ATTEST:

Tricia Fogarty Acting City Clerk

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3 **CITY OF NORTH POLE**
4 **ORDINANCE 19-22**
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6 **AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO**
7 **AMEND THE 2019 GENERAL FUND OPERATING BUDGET**
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10 **WHEREAS**, changes to the public services practices and policies is a continually
11 changing requirement; and,
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13 **WHEREAS**, the City of North Pole budget should be amended to conform to the
14 requirements of the City; and,
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16 **WHEREAS**, adjustment in the budget are necessary to remain compliant with council
17 approved authorizations and budget management rules; and
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19 **WHEREAS**, fiscal notes are the method prescribed by the code to amend a budget; and
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21 **WHEREAS**, fiscal notes have been reviewed by the Accountant and Mayor for accuracy
22 and will be recorded as amendments to the budget upon approval,
23

24 **NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of North
25 Pole that it approves changes as listed in the fiscal note to be attached to this ordinance for
26 the purpose managing the City budget.
27

28 **Section 1.** This ordinance is of a general nature and shall not be codified.
29

30 **Section.** Effective date. This ordinance shall become effective immediately upon passage.
31

32 **PASSED AND APPROVED** by a duly constituted quorum of the North Pole City
33 Council this 9th day of December, 2019.
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39 ATTEST:

Mayor: Michael Welch

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44 Tricia Fogarty Acting City Clerk:

CITY OF NORTH POLE

RESOLUTION 19-07

A RESOLUTION ESTABLISHING THE 2020 CITY OF NORTH POLE BED TAX GRANT DISTRIBUTION

WHEREAS, the purpose of the Bed Tax Grant is to aid in community efforts to contribute significantly to the growth and promotion of the City of North Pole; and

WHEREAS, The Bed Tax Grant is to supplement an ongoing program or aid in a new program that meets the grant guidelines; and

WHEREAS, the City Council has created a competitive process for disbursing bed tax grant monies; and

WHEREAS, 2020 applicants have requested \$156,644 in disbursements; and

WHEREAS, the 2020 allocation for disbursement is \$67,695.00; and

WHEREAS, all organizations presented to the North Pole Bed Tax Committee on November 26th, 2019; and

WHEREAS, all individual allocations were averaged against the whole to derive the 2020 award; and

WHEREAS, the applicants have been awarded the following amounts for 2020 based on calculations determined by North Pole Municipal Code.

North Pole Community Chamber of Commerce	16,804.00
The World's Biggest Backpack	0
Explore Fairbanks	15,679.00
Junior Dog Musers of Interior Alaska	12,979.00
Santa's Letters	12,229.00
North Pole Lions Club	0
The Alaska Wild Baseball Club	10,004.00
North Pole Area Housing Association	0

NOW THEREFORE BE IT RESOLVED, that the North Pole City Council allocates disbursement of the 2020 bed tax grant to be available January 15th, 2020.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 9th day of December, 2019.

Michael W. Welch, Mayor

ATTEST:

Tricia Fogarty, Acting North Pole City Clerk

PASSED
Yes: - Skipps, McGhee, Claus, Welch, Cromer, Walley,
Mayor Welch
No: 0
Absent: -

CITY OF NORTH POLE

ORDINANCE 19-23

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO
AMEND TITLE 4, REVENUE AND FINANCE, CHAPTER 08, SALES
TAX, 4.08.020**

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WHEREAS, changes to the practices, regulations 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; and

WHEREAS, the North Pole Municipal Code should be amended to reflect the change in law as voted on by the citizens; and

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

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

Section 2. Title 4 Revenue and Finance, Chapter 8, Sales Tax is hereby amended in the North Pole Code of Ordinances as follows: [new text in *italicized, underlined red font*; deleted text in ~~red strikethrough~~ font];.

4.08.020 Imposition of rate.

There is levied a tax equal to ~~five~~ *five and a half* percent of the selling price upon buyers of all retail sales, and rentals made, and all services performed within the corporate limits of the City, unless specifically exempted in this chapter or a different tax rate is specifically set forth in this chapter.

- A. There is hereby levied an alcoholic beverage tax on the retail sale of alcoholic beverages equal to six percent times the selling price of all sales made within the City of North Pole.
 - B. There is hereby levied an excise tax on the distribution of tobacco products brought into the City limits measured at the rate of ten percent times the wholesale price of such tobacco products.
2. It is the intent and purpose of this chapter to provide for the collection of the excise tax from:
- a. A person who brings, or causes to be brought, tobacco products into the City limits from outside the City limits for sale; or
 - b. a person who ships or transports cigarettes or tobacco products to a retailer in the City limits for sale by a retailer.
 - c. retail tobacco sales are subject to the general sales tax rates as outlined in subsection E of this section.

- 40 C. The maximum tax on any single transaction shall be ~~\$10 ten dollars~~ **\$16.50** except on
41 the retail sale of alcoholic beverages, wholesale tobacco products, and the hotel-motel
42 room tax, all of which shall not have any maximum tax.
- 43 D. Vendors shall compute the tax on each sale by multiplying the price by the aggregate rate
44 of taxes for the type of transaction listed in this section. The computation shall be carried
45 out to three decimal places. If the result is a fractional amount of a cent, the calculated tax
46 shall be rounded to a whole cent using a method that rounds up to the next cent whenever
47 the third decimal place is greater than four.
- 48 E. Coin-operated machines shall remit five percent of the gross receipts derived from sales
49 using the following formula:

$$\begin{aligned} &\text{Receipts divided by 1.05} = \text{Sales} \\ &\text{Receipts minus Sales} = \text{Sales tax due} \end{aligned}$$

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51 **Section 3.** Effective date. This ordinance shall be effective at 5:00 p.m. on the first day of business
52 following its adoption.

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54 **PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this
55 6th day of January 2020.

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59 _____
60 Michael W. Welch, Mayor

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62 ATTEST:

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66 Tricia Fogarty Acting North Pole City Clerk

PASSED Yes: – McGhee, Cromer, Welch, Skipps, Claus, Walley, Mayor Welch No: 0 Absent: 0
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**CITY OF NORTH POLE
RESOLUTION 19-08**

**A RESOLUTION TO EXTEND FOR NOT MORE THAN 90
DAYS TO SATISFY THE VACANCY OF THE MUNICIPAL
CLERK**

WHEREAS, North Pole Municipal Code, Home Rule Charter Chapter 2 Officers Filling Vacancies; and

WHEREAS, Filling Vacancies, Section 2.14 (b) if a vacancy occurs in an appointive office, such vacancy shall be filled within forty-five (45) days; and

WHEREAS, The City Council has requested an extension for not more than an additional ninety (90) days; and

WHEREAS, The City Clerk shall be appointed by the Council; and

NOW THEREFORE BE IT RESOLVED, that the North Pole City Council ninety (90) day extension of the North Pole City Clerk vacancy.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 9th day of December, 2019.

Michael W. Welch, Mayor

ATTEST:

Tricia Fogarty Acting
North Pole City Clerk