



FAIRBANKS CITY COUNCIL  
AGENDA NO. 2022-19  
**REGULAR MEETING – SEPTEMBER 26, 2022**  
MEETING WILL BE HELD VIA [ZOOM WEBINAR](#) AND AT  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA

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REGULAR MEETING  
6:30 p.m.

1. ROLL CALL
2. INVOCATION
3. FLAG SALUTATION
4. CEREMONIAL MATTERS (Proclamations, Introductions, Recognitions, Awards)
5. CITIZENS’ COMMENTS, oral communications to the City Council on any item not up for public hearing. Testimony is limited to three minutes, and the comment period will end no later than 7:30 p.m. Any person wishing to speak needs to complete the register located in the hallway. Respectful standards of decorum and courtesy should be observed by all speakers. Remarks should be directed to the City Council as a body rather than to any particular Council Member or member of the staff. In consideration of others, please silence all cell phones and electronic devices.

NOTE: The Mayor, Council Members, and the public may participate remotely at City Council meetings. Citizens may provide testimony via Zoom webinar if registered to do so in advance of the meeting (the three-minute time limit applies to all forms of public testimony); however, in-person testimony will be given preference. Masking is not required in City Council Chambers, but masks are available to attendees.

6. APPROVAL OF AGENDA AND CONSENT AGENDA

Approval of Consent Agenda passes all routine items indicated by an asterisk (\*). Consent Agenda items are not considered separately unless a Council Member so requests. In the event of such a request, the item is returned to the General Agenda.

7. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

\*a) Regular Meeting Minutes of August 22, 2022

\*b) Regular Meeting Minutes of September 12, 2022

8. SPECIAL ORDERS

- a) The Fairbanks City Council will hear interested citizens concerned with the following New Liquor License Application. Public testimony will be taken and limited to three minutes.

Type: Restaurant/Eating Place  
License No.: 6080  
DBA: KC's Kitchen  
Applicant: Curt Michael Haley and Ok Hui Haley  
Location: 1707 S. Cushman Street, Fairbanks

- b) The Fairbanks City Council will hear interested citizens concerned with the following Marijuana Onsite Consumption Endorsement Application. Public Testimony will be taken and limited to three minutes.

Type/Lic.: Marijuana Onsite Consumption Endorsement, Lic. #10131  
DBA: Pakalolo Supply Company  
Applicant: Pakalolo Supply Company, Inc.  
Location: 1851 Fox Avenue, Fairbanks

9. MAYOR'S COMMENTS AND REPORT

- a) Special Reports

10. COUNCIL MEMBERS' COMMENTS

11. UNFINISHED BUSINESS

- a) Ordinance No. 6219 – An Ordinance Amending the Public Safety Employees Association/City of Fairbanks Collective Bargaining Agreement to Add a Community Outreach Specialist Position. Introduced by Mayor Matherly. SECOND READING AND PUBLIC HEARING.

12. NEW BUSINESS

- \*a) Resolution No. 5029 – A Resolution Authorizing the City of Fairbanks to Apply for and Accept Funds for the Housing Coordinator. Introduced by Mayor Matherly.

- \*b) Resolution No. 5030 – A Resolution Clarifying Council Member Authority When Representing the City at Borough Assembly Meetings. Introduced by Council Member Cleworth.
  - \*c) Ordinance No. 6220 – An Ordinance Amending FGC Section 2-487, Composition of the Clay Street Cemetery Commission. Introduced by Council Member Cleworth.
13. DISCUSSION ITEMS (Information and Reports)
- a) Committee Reports
14. WRITTEN COMMUNICATIONS TO THE CITY COUNCIL
- a) Request for Concurrence to Appointment of New Council Member to Seat F
  - \*b) Memorandum from the City Attorney Regarding Joining the State of Alaska’s IRS Section 457(b) Plan
  - \*c) Appointment to the Discretionary Fund Committee
  - \*d) Clay Street Cemetery Commission Meeting Minutes of July 6, 2022
  - \*e) Clay Street Cemetery Commission Meeting Minutes of August 3, 2022
15. COUNCIL MEMBERS’ COMMENTS
16. CITY CLERK’S REPORT
17. CITY ATTORNEY’S REPORT
18. EXECUTIVE SESSION
- a) AFL-CIO Labor Negotiation Strategy
19. ADJOURNMENT



FAIRBANKS CITY COUNCIL  
REGULAR MEETING MINUTES, AUGUST 22, 2022  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA

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The City Council convened at 6:30 p.m. on the above date, following a 5:00 p.m. Work Session on the Fairbanks Downtown Plan, to conduct a Regular Meeting of the Fairbanks City Council via Zoom webinar and at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Mayor Jim Matherly presiding and with the following Council Members in attendance:

Council Members Present: Jerry Cleworth, Seat A  
June Rogers, Seat B  
Valerie Therrien, Seat C  
Lonny Marney, Seat E  
Jim Clark, Seat F

Absent: Aaron Gibson, Seat D (excused)

Also Present: Margarita Bell, Chief Financial Officer (remotely)  
D. Danyielle Snider, City Clerk  
Paul Ewers, City Attorney  
Michael Sanders, Chief of Staff  
Kristi Merideth, FECC Manager (remotely)  
Teal Soden, Communications Director  
Clem Clooten, Building Official (remotely)  
Jeff Jacobson, Public Works Director  
Robert Pristash, City Engineer  
Nathan Werner, FPD  
Travis Kulp, FFD

### INVOCATION

The Invocation was given by City Clerk Danyielle Snider.

### FLAG SALUTATION

At the request of **Mayor Matherly**, **Mr. Clark** lead the Flag Salutation.

### CEREMONIAL MATTERS

Battalion Chief Kulp recognized citizen Tayde Mendez for her life-saving actions in a recent fire at an assisted living facility. He added that she had personally saved seven out of eight residents with mobility issues and was able to help locate the remaining individual. He expressed his admiration for her quick response and presence of mind. **Mayor Matherly** read the official commendation into the record for Ms. Mendez's life-saving actions in a life-threatening situation.

## **CITIZENS' COMMENTS**

Aaron Lojewski, Fairbanks – A. Lojewski spoke to matters that would affect both the City and the Fairbanks North Star Borough (FNSB), clarifying that he was representing himself and not the FNSB Assembly. He provided further explanation regarding FNSB Ordinance No. 2022-46 and the limitations the ordinance would place on participation of City representatives at FNSB Assembly meetings. A. Lojewski spoke also to FNSB Ordinance No. 2022-51, which would return Board of Adjustment powers to the cities of Fairbanks and North Pole; he added that he would appreciate the support of the City Council at the upcoming Assembly meeting.

**Ms. Therrien** asked A. Lojewski about the intent behind limiting the City representatives' reporting time; A. Lojewski stated that he was not the sponsor of the ordinance, but he could assume that the reason would be to help keep the meetings running efficiently. He added that he did not believe the ordinance was necessary, as the presiding officer had a lot of control in that regard. **Ms. Therrien** indicated that it would be helpful for the City and Borough to discuss how they can better work together, and A. Lojewski stated that he would help facilitate that discussion.

**Mr. Cleworth** asked A. Lojewski for information on FNSB Ordinance No. 2022-51. A. Lojewski stated that he drafted the ordinance based on feedback from the failed City ordinance regarding broadband utility powers. He stated that he understood the City may be willing to transfer its broadband utility powers if the Board of Adjustment authority is returned.

**Ms. Rogers** asked about the Assembly's public testimony rules regarding extensions of time. A. Lojewski stated that the Assembly rules allow for an extension of time by one minute but only after all persons interested in speaking have had the opportunity. He added that Assembly Members can ask questions of the individual testifying, which may provide them the opportunity to finish their point.

Victor Buberger, Fairbanks – V. Buberger spoke to the extreme pothole issues within the City, noting that the Public Works employees have been working very hard. He asked if the Mayor had a pothole plan to go along with the Fairbanks Downtown Plan. He expressed frustration at seeing employees repeatedly getting increases while City services declined. He spoke to nationwide political corruption and expressed hope that it was not occurring in Fairbanks.

**Mr. Marney** asked V. Buberger if he had a list or could make note of the potholes he sees. V. Buberger stated that he has done that in the past and provided the list to Public Works; he commented that he did not have enough time to make a note every pothole he sees.

Tammie Wilson, North Pole– T. Wilson shared that she was the FNSB Assembly member who introduced FNSB Ordinance No. 2022-46, adding that she did not think it was appropriate for non-voting representatives to have the ability to introduce Borough ordinances. She stated that the intent behind limiting representatives' reporting time is to ensure more time for public testimony and Borough business. T. Wilson noted that many Assembly meetings are pressed to the 11:30 p.m. time limit, and the public's ability to testify on later agenda items is unfairly hindered. She added that it would be helpful to know whether a representative is testifying on behalf of their local governing body or themselves, and the current rules do not clearly express that.

**Mr. Cleworth** thanked T. Wilson for her testimony and provided a history on the relationship between the local municipalities, adding that his father had served as both a City Council member and the FNSB Assembly presiding officer. He expressed concern that the proposed limitations discourage City involvement in Assembly meetings and would further erode the relationship between the municipalities. He pointed out that, to his knowledge, the City has never introduced an ordinance at an Assembly meeting, and did not feel that was a valid concern. T. Wilson stated that she would welcome further conversation and possible amendments to the ordinance, with the hope that more cooperation could occur, as suggested by Ms. Therrien. **Mr. Cleworth** asked T. Wilson if she would be willing to postpone the ordinance. T. Wilson replied that she would but that she would not want to postpone it for too long.

**Ms. Therrien** stated that it may be difficult timing-wise for the City Council to approve a resolution regarding a Borough matter before the Assembly meets. She asked T. Wilson whether she would be willing to accept an informal position based on a discussion by the Council; T. Wilson stated that she would if it could be verified.

**Ms. Rogers** asked if T. Wilson was in favor of working with the City Council further on this matter; T. Wilson responded affirmatively.

**Mr. Clark** asked if Assembly members were assigned to attend Council meetings, and T. Wilson indicated that they were only assigned to School Board meetings.

**Ms. Therrien** ask T. Wilson if it would be easier to garner Assembly member participation at Council meetings if it was on a quarterly basis. T. Wilson indicated that it might be difficult to guarantee Assembly presence, but they would like to be notified of important topics.

**Ms. Rogers** asked T. Wilson if she believed there was value in hearing from the City Council twice per month. T. Wilson agreed that there was value, but there is a tendency to go off-track; she added that her intent is to protect the citizens' right to public testimony. **Ms. Rogers** suggested a shorter reporting period with the option that the presiding officer may increase it to five minutes. T. Wilson stated that she did not want to limit the reporting time to less than five minutes, as there are often things happening at the City level that the Assembly needs to know about.

T. Wilson thanked Chief of Staff Mike Sanders for his participation with the Emergency Operations group, adding that he had been asked a lot of hard questions and had done a great job.

David van den Berg, Fairbanks Downtown Association (DTA) – D. van den Berg expressed his desire for the City, the Borough, and the DTA to join forces and address important issues in the Fairbanks Downtown Plan.

Hearing no more requests for comment, **Mayor Matherly** declared Citizens' Comments closed.

### **APPROVAL OF AGENDA AND CONSENT AGENDA**

**Ms. Therrien**, seconded by **Mr. Clark**, moved to APPROVE the Agenda and Consent Agenda.

**Mr. Cleworth** pulled item 14(a), a Memorandum from the Purchasing Agent Regarding 2022 Sole Source Procurement, from the Consent Agenda.

**Mayor Matherly** called for objection to the APPROVAL of the Agenda, as Amended and, hearing none, so ORDERED.

City Clerk Snider read the Consent Agenda, as Amended, into the record.

### **APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**

- a) Regular Meeting Minutes of April 11, 2022

APPROVED on the CONSENT AGENDA

### **SPECIAL ORDERS**

- a) The Fairbanks City Council heard interested citizens concerned with the following New Liquor License Application:

Type: Restaurant/Eating Place  
License No.: 6069  
DBA: Hari Om Cuisine of India  
Applicant: A Paul, LLC  
Location: 1528 S. Cushman Street, Fairbanks

**Ms. Therrien**, seconded by **Ms. Rogers**, moved to PROTEST the New Liquor License Application, pending the correction of deficiencies and violations of code.

**Mayor Matherly** called for testimony and hearing none, declared Public Testimony closed.

**Ms. Therrien** questioned the number of liquor licenses authorized by State law. City Clerk Snider stated that the State updated the number of authorized licenses since the application the prior year.

**Mr. Cleworth** asked how population was considered in regard to the number of allowable licenses. Clerk Snider explained that the number is based on the population of the City, excluding certain populations such as inmates and possibly students. **Mr. Cleworth** questioned the State's calculation, and Clerk Snider stated she would do some research; she pointed out that the number of authorized licenses may have also been affected by businesses that have closed.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO PROTEST THE NEW LIQUOR LICENSE APPLICATION, PENDING THE CORRECTION OF DEFICIENCIES AND VIOLATIONS OF CODE AS FOLLOWS:

YEAS: Clark, Rogers, Cleworth, Marney, Therrien  
NAYS: None  
ABSENT: Gibson

**Mayor Matherly** declared the MOTION CARRIED.

- b) The Fairbanks City Council heard interested citizens concerned with the following application for a New Retail Marijuana Store:

Type: Retail Marijuana Store  
License No.: 30593  
DBA: Pipe and Leaf: Premium Alaskan Cannabis  
Applicant: Pipe and Leaf, LLC  
Location: 899 Old Steese Highway, Fairbanks

**Mr. Marney**, seconded by **Ms. Therrien**, moved to WAIVE PROTEST on the application for a New Retail Marijuana Store license.

**Mayor Matherly** called for testimony and hearing none, declared Public Testimony closed.

**Mr. Clark** asked how many retail locations were allowed in the City. Clerk Snider noted that there were currently 13 retail stores operating and that 25 were allowed.

**Mr. Marney** asked for clarification on the location. The owner, Haley Essig, shared that it would be in one side of the building where Club Alaskan used to be.

**Mr. Cleworth** asked about possible conflicts in sharing a building with a business that serves alcohol. H. Essig indicated that they were not planning to offer onsite consumption at the location, adding that the State allows the businesses to operate in the same building if spaces do not overlap.

**Ms. Rogers** thanked the owners for coming to the meeting.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO WAIVE PROTEST ON THE APPLICATION FOR A NEW RETAIL MARIJUANA STORE LICENSE AS FOLLOWS:

YEAS: Cleworth, Clark, Marney, Therrien, Rogers  
NAYS: None  
ABSENT: Gibson

**Mayor Matherly** declared the MOTION CARRIED.

### **MAYOR'S COMMENTS AND REPORT**

- a) Special Reports

Fairbanks Emergency Communications Center (FECC) Manager Kristi Meredith reported that her department had received accreditation from the International Academy of Emergency Dispatch (IAED), adding that it provided City dispatchers with the necessary training and resources to better serve the public. She noted that this has been in process since 2013, and they were able to complete the program with the help of the Council approving the Quality Assurance position.

Public Works Director Jeff Jacobson expressed concerns about City streets, noting that the last winter and break-up season had been particularly hard on road surfaces. He stated that the Public



Works Department has been working extra hard to repair roads, noting that he scheduled twice as many weeks for nightshift and four extra days of overtime. He reported that, so far in 2022, 25% more asphalt had been used than in the previous year. He stated that he is currently working on a plan to continue repairs when the hot mix plant closes for the season.

**Mayor Matherly** reported that he had attended an event at Pike's Riverfront Lodge for the opening of the Aurora Institute, noting that the owners plan to celebrate the start of aurora season in the area annually. He noted that they have identified a specific time of the year when the aurora borealis begins.

### **COUNCIL MEMBERS' COMMENTS**

**Mr. Marney** stated he had no comments.

**Mr. Clark** asked if the Mayor had any authority to pressure contractors working on the Cushman Street Bridge, noting that there had not been any penalties included in the contract. He added that it was clogging a main artery in the downtown area and the City needed to express its frustration.

**Mayor Matherly** added that Chena Park would be having its grand opening on Friday, noting that a lot of the timber would be given away to the public.

**Ms. Therrien** thanked Ms. Mendez for her brave actions. She went on to express concerns regarding the Council's ability to participate at Borough Assembly meetings, adding that further collaboration is important to maintain the working relationship between the two municipalities.

**Ms. Rogers** agreed with Ms. Therrien regarding collaboration with the Borough, adding that she was thankful for the testimony from Assembly members. She expressed concern for people speeding on the Cushman Street Bridge while it is under construction and hoped that pedestrians and bicyclists would use caution when riding on or near busy City streets. She was grateful for her ability to speak openly to the Council, acknowledging that she sometimes takes longer than most to express her thoughts; she noted that each person's voice and opinions deserve to be heard.

**Mr. Cleworth** recognized the FECC on its accomplishment, especially given their staffing shortages. He went on to speak to the Downtown Plan and stated that he would like to meet with concerned City departments and address the potential conflicts. He asked that a work session be planned with City staff. He spoke about drafting a resolution in support of FNSB Ordinance No. 2022-51 and to coming up with solutions for FNSB Ordinance No. 2022-46 that would be beneficial to both governing bodies.

**Mayor Matherly** asked about the availability of work sessions, and Clerk Snider stated that the Council was booked with work sessions at every meeting till the 2nd meeting in October.

Clerk Snider informed the Council that there would not be sufficient time to draft a resolution in support of FNSB Ordinance No. 2022-51 based on the Council's regular meeting schedule.

**Ms. Rogers** asked Mr. Cleworth to take her place at the Assembly meeting to speak to Ordinance No. 2022-51 as he is the most informed. Mr. Cleworth agreed to attend as the City representative.

## **UNFINISHED BUSINESS**

- a) Ordinance No. 6217 – An Ordinance Amending the Public Safety Employees Association/City of Fairbanks Collective Bargaining Agreement to Add Public Safety Assistant Positions. Introduced by Mayor Matherly. SECOND READING AND PUBLIC HEARING.

**Mr. Marney**, seconded by **Mr. Cleworth**, moved to ADOPT Ordinance No. 6217.

**Mayor Matherly** called for testimony.

David van den Berg, Downtown Association of Fairbanks – D. van den Berg spoke in favor of the ordinance.

Hearing no more requests for comment, **Mayor Matherly** declared Public Testimony closed.

**Mr. Clark, Mr. Marney, Ms. Therrien, Ms. Rogers, and Mr. Cleworth** requested to be added as ordinance sponsors.

**Mr. Cleworth** spoke in support of the ordinance, adding that the public safety assistant (PSA) program is becoming more popular nationwide. He noted that using PSAs will free up police officers for other tasks. He asked about the necessity to amend the collective bargaining agreement (CBA), as he understood that PSAs had been allowed under the original agreement.

City Attorney Paul Ewers clarified that the CBA needed to be amended to include the PSA position and its compensation, as they had not been included in the original agreement.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADOPT ORDINANCE NO. 6217 AS FOLLOWS:

YEAS: Rogers, Clark, Marney, Therrien, Cleworth

NAYS: None

ABSENT: Gibson

**Mayor Matherly** declared the MOTION CARRIED and Ordinance No. 6217 ADOPTED.

## **NEW BUSINESS**

- a) Resolution No. 5026 – A Resolution Opposing FNSB Ordinance No. 2022-46, An Ordinance Amending FNSBC Title 3 Regarding City and Schoolboard Member Participation in Borough Assembly Meetings. Introduced by Council Member Gibson.

PASSED and APPROVED on the CONSENT AGENDA.

- b) Ordinance No. 6218 – An Ordinance Amending the 2022 Operating and Capital Budgets for the Third Time. Introduced by Mayor Matherly.

ADVANCED on the CONSENT AGENDA.

**WRITTEN COMMUNICATIONS TO THE CITY COUNCIL**

a) Memorandum from Purchasing Agent Regarding 2022 Sole Source Procurement

**Mr. Cleworth**, seconded by **Mr. Clark**, moved to ACCEPT the Memorandum from the Purchasing Agent Regarding 2022 Sole Source Procurement.

**Mr. Cleworth** inquired to the necessity of the memorandum as he could not recall seeing similar ones in the past.

Public Works Director Jacobson noted that the Purchasing Agent, Christina Rowlett, and CFO Margarita Bell had been reviewing the Fairbanks General Code (FGC) regarding purchasing and discovered that this type of notification to the Council was a requirement that had been missed.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ACCEPT THE MEMORANDUM FROM THE PURCHASING AGENT REGARDING 2022 SOLE SOURCE PROCUREMENT AS FOLLOWS:

YEAS: Therrien, Cleworth, Clark, Marney, Rogers

NAYS: None

Absent: Gibson

**Mayor Matherly** declared the MOTION CARRIED.

**COUNCIL MEMBERS' COMMENTS & COMMITTEE REPORTS**

*With no objection, Council Members' Comments and Committee Reports were combined.*

**Ms. Rogers** shared that she had attended the Fairbanks Diversity Council (FDC) meeting where a quorum had been lost; she noted that there were currently two vacancies on the FDC. She thanked everyone who had been involved with the "Pizza with Police" event at the Golden Heart Plaza, including Chief Dupee, Deputy Chief Sweet, Officers Zenuch, Brubeck, and Winter, and the many volunteers. She stated she felt the event was extremely successful and indicated that she would be helping to plan similar events in the future.

**Mr. Cleworth** asked the City Attorney for advice on how to proceed with providing support for FNSB Ordinance No. 2022-51 regarding Board of Adjustment powers, given the time constraints. CA Ewers stated that the most appropriate action would be to introduce a motion giving direction to the City representative to express support before the Assembly.

**Mr. Cleworth**, seconded by **Mr. Clark**, moved to DECLARE that that Fairbanks City Council expresses support for FNSB Ordinance No. 2022-51 and that the City representative express that action at the next Borough Assembly meeting.

**Mr. Marney** asked if there would be value in other Council members attending the meeting in support of the declaration.

**Mr. Cleworth** indicated that there was value in their attendance. He asked the Council to consider the loss of broadband utility powers as it had been an issue in the past.

**Mayor Matherly** asked if attendance by all City Council members would result in a violation of the Open Meetings Act (OMA), and CA Ewers stated it would not.

**Mr. Cleworth** clarified that the City could express an opinion with this action, but they would have to follow up the action with an ordinance in order to relinquish broadband utility powers.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO DECLARE THAT THAT FAIRBANKS CITY COUNCIL EXPRESSES SUPPORT FOR FNSB ORDINANCE NO. 2022-51 AND THAT THE CITY REPRESENTATIVE EXPRESS THAT ACTION AT THE NEXT BOROUGH ASSEMBLY MEETING AS FOLLOWS:

YEAS: Marney, Cleworth, Rogers, Therrien, Clark

NAYS: None

Absent: Gibson

**Mayor Matherly** declared the MOTION CARRIED.

**Mr. Marney** shared that he heard the Cushman Street Bridge would not be completed until October, adding that the information had not been verified. He asked Public Works Director Jacobson about the progress at the nuisance property at 707 Cowles Street. Director Jacobson stated that they have had issues communicating with the owner, but some progress had been made. **Mr. Marney** asked about possible fines, and Director Jacobson stated that the owner had been given a deadline.

**Mr. Clark**, referencing the Downtown Plan, predicted that the Cushman Street Bridge would not be finished until 2044.

**Ms. Therrien** gave a land acknowledgment. She recognized FECC Manager Kristi Meredith for achieving department accreditation. She shared that she had recently played golf with Vickie Croll from the City Finance Department. **Ms. Therrien** shared various updates from the AML Summer Legislative Meeting, noting that there were 75 bills that passed in the legislature, compared to 33 bills the year prior. She noted that with the redistricting, there would be a lot of turnover in the legislature, which opens educational opportunities for newly elected officials. **Ms. Therrien** noted that there was some discussion around a possible Constitutional Convention and how that could impact local governments. She reported that they had also discussed the change in population demographics and the loss of population throughout the State over the past nine years. She stated that Senator Murkowski had offered to write letters of support for any infrastructure grants the City may consider applying for.

**Mr. Clark**, seconded by **Mr. Marney**, moved to ENTER Executive Session to discuss AFL-CIO Labor Negotiation Strategy.

**Mayor Matherly** called for objection and, hearing none, so ORDERED.

**Mayor Matherly** called for a brief recess. The Council reconvened in Executive Session following the brief recess.

**EXECUTIVE SESSION**

- a) AFL-CIO Labor Negotiation Strategy

The City Council met in Executive Session to discuss AFL-CIO Labor Negotiation Strategy. Direction was given to the negotiating team, and no action was taken.

**ADJOURNMENT**

**Mr. Marney**, seconded by **Mr. Cleworth**, moved to ADJOURN the meeting.

**Mayor Matherly** called for objection and, hearing none, so ORDERED.

**Mayor Matherly** declared the meeting adjourned at 8:56 p.m.

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JIM MATHERLY, MAYOR

ATTEST:

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D. DANYIELLE SNIDER, MMC, CITY CLERK

Transcribed by: RR



FAIRBANKS CITY COUNCIL  
REGULAR MEETING MINUTES, SEPTEMBER 12, 2022  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA

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The City Council convened at 6:30 p.m. on the above date, following a 5:00 p.m. Work Session for discussion regarding the Manh Choh Mine Ore Transportation Impacts to Fairbanks, to conduct a Regular Meeting of the Fairbanks City Council via Zoom webinar and at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Mayor Jim Matherly presiding and with the following Council Members in attendance:

Council Members Present:        Jerry Cleworth, Seat A  
   June Rogers, Seat B  
   Valerie Therrien, Seat C  
   Aaron Gibson, Seat D  
   Lonny Marney, Seat E

Absent:                                        *Vacant*, Seat F

Also Present:                                Margarita Bell, Chief Financial Officer  
   D. Danyielle Snider, City Clerk  
   Paul Ewers, City Attorney  
   Michael Sanders, Chief of Staff  
   Kristi Merideth, FECC Manager (remotely)  
   Angela Foster-Snow, HR Director  
   Scott Raygor, Fire Chief (remotely)  
   Jeff Jacobson, Public Works Director  
   Robert Pristash, City Engineer

**Mr. Clark** apologized to the Council and the voters, for vacating his seat prematurely. He explained that he and his family had a great opportunity to purchase property outside of the City, and he is no longer qualified to serve on the Fairbanks City Council. He recognized the power that the citizens hold when they participate in City Council meetings, noting that it is Council members' responsibility to represent those values to the best of their ability.

**INVOCATION**

The Invocation was given by City Clerk Danyielle Snider.

**FLAG SALUTATION**

**Mayor Matherly** led the Flag Salutation.

**CEREMONIAL MATTERS**

Fire Chief Raygor introduced new Assistant Fire Chief Andrew Coccaro and new firefighter recruits. A badging ceremony was performed with family members assisting, and Chief Raygor administered oaths of office.

**Mayor Matherly** recognized Tim and Shelissa Thomas in a three-mayor Proclamation for Restore, Inc. The Proclamation declared August 22, 2022 as “Restore, Inc. Appreciation Day.”

### **CITIZENS’ COMMENTS**

Casey Gillam, Explore Fairbanks Director of Communications – C. Gillam thanked Mr. Clark for his service to the City. He introduced the Explore Fairbanks Winter Guide, which would be available at the Morris Thompson Visitors Center, Fairbanks International Airport, Alaska Railroad, and online.

Steve Hovenden, Fairbanks – S. Hovenden spoke in favor of Resolution No. 5021; he added that he was not speaking against the mining industry but the about dangers of having hundreds of ore trucks passing through the City.

Deborah Ryan, Fairbanks – D. Ryan spoke in favor of Resolution No. 5021. She acknowledged the benefits the project would have for the community of Tetlin and asked that the Tetlin community work to keep the project in their community rather than having the ore transported. She spoke to the concern of the extra pollution from trucks.

Victor Buberger, Fairbanks – V. Buberger spoke about potholes and acknowledged the Public Works crew for their hard work repairing as many as possible. He asked that the City develop a plan to have potholes fixed in the spring so that drivers can enjoy a pothole-free summer. He also suggested that the City allow for volunteer firefighters, questioning the Union’s influence over the decisions made at the City.

John Miscovich, Fairbanks – J. Miscovich spoke against Resolution No. 5021, adding that he is a former employee of Kinross and knows about their impressive safety record. He added that Kinross is a large contributor to the local economy and employs hundreds of citizens within the community.

Jennifer Thompson, Fairbanks Chamber of Commerce – J. Thompson spoke on behalf of the Chamber of Commerce against Resolution No. 5021. She added that Kinross had a good track record for responsible development and would provide positive impacts to the economy through their energy efficiency and environmental controls.

Ken Hall, Fairbanks – K. Hall spoke against Resolution No. 5021 and stated that the Council would be sending a message that it does not support community development. He stated that the extraction of minerals needed throughout the United States is important and that Kinross Fort Knox should be supported.

Mary Farrell, Fairbanks – M. Farrell spoke in favor of Resolution No. 5021, clarifying that Advocates for Safe Alaska Highways (ASAH) is not against mining. She expressed hope that an alternative routing solution could be found. She spoke to the dangers the ore trucking would create for residents and tourists having to deal with the multiple large trucks and to the potential for damage to roads and waterways.

Luke Hopkins, Fairbanks – L. Hopkins spoke to the growing air quality issue present in the Fairbanks community and questioned the impacts that the ore trucking traffic would have on the next set of Environmental Protection Agency (EPA) regulations.

Hearing no more requests for in person comment, individuals on Zoom were heard next.

Helenmarie Matesi, Fairbanks – H. Matesi spoke about Mary Kasak Hamilton, a woman who went missing in 2019 and whose family was recently informed that she had died that same year. She mentioned the National Association for the Advancement of Colored People’s (NAACP) “Seven Points of Safety” that had been presented to the Fairbanks Diversity Council (FDC) and asked that the sad situation of the missing woman provide a moment of awareness to improve processes around investigations of missing and murdered persons.

Julie Smyth, Fairbanks – J. Smyth spoke about her mother, Mary Kasak Hamilton, who had gone missing in November of 2019. She stated that the family had been unable to file a missing persons report in Anchorage and recently found out that she had died in 2019. She added that the investigative authorities failed to contact any next of kin before burying her in Fairbanks. She spoke to the lack of staffing and funding at the Fairbanks Police Department (FPD) and asked that the Council work harder to make changes that would help avoid more of these situations.

**Mayor Matherly** called for additional public comment in Council Chambers.

Andy Warwick, Fairbanks – A. Warwick spoke against Resolution No. 5021, adding that the Department of Labor (DOL) had recently published a study that indicated only 30% of young people raised in Fairbanks remain in Alaska. He expressed the need to support the local mining industry and spoke to its positive impacts on the economy.

Barbara Schumann, Fairbanks – B. Schumann spoke in favor of Resolution No. 5021, adding her concerns for the trucks running on two-lane highways, road damage, and air quality issues. She suggested that an alternative route be established prior to starting the project, indicating that Kinross was rushing the process for profits at the expense of public safety.

Jomo Stewart, Fairbanks Economic Development Corporation (FEDC) – J. Stewart asked the Council to delay Resolution No. 5021 until more information was available, adding that the Department of Transportation (DOT) was currently analyzing the project and would be able to answer some of the questions once that process was finished. He spoke to the various projects that were presented to the Fairbanks community and rejected and to how those projects have gone on to provide significant benefits to other communities where they were supported. He expressed fear that a rash decision on this issue could result in another one of those situations. He encouraged both sides to step back and find a way to work together more fruitfully.

**Mayor Matherly**, at the request of the Council, extended Citizens’ Comments.

Mike Prax, Fairbanks – M. Prax spoke against Resolution No. 5021, adding that it was disingenuous to claim to not be against mining when the only project being opposed is one proposed by the mining industry. He noted that the Eielson Airforce Base (EAFB) had proposed a project that would increase traffic by 500-600 vehicles, and no one had said anything about it. He



encouraged everyone to work better together and support development, simplifying the topic to one about trucks on roads – something that happens every day.

Hearing no more requests for comment, **Mayor Matherly** declared Citizens' Comments closed.

### **APPROVAL OF AGENDA AND CONSENT AGENDA**

**Mr. Cleworth**, seconded by **Mr. Marney**, moved to APPROVE the Agenda and Consent Agenda.

**Mr. Cleworth** pulled Item 14(a), Memorandum to Approve the Appointment of 2022 Election Officials, from the Consent Agenda.

**Mr. Gibson**, seconded by **Ms. Therrien**, moved to AMEND the Agenda by moving Item 11(a), Resolution No. 5021, up to be heard prior to Mayor's Comments. No members objected.

**Mayor Matherly** called for objection to the APPROVAL of the Agenda, as Amended, and, hearing none, so ORDERED.

City Clerk Snider read the Consent Agenda, as Amended, into the record.

### **APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**

a) Regular Meeting Minutes of August 8, 2022

APPROVED on the CONSENT AGENDA.

*Item 11(a) of New Business was heard next, as noted above.*

a) Resolution No. 5021 – A Resolution Expressing Opposition to the Ore Trucking Proposal for the Manh Choh Mine Project. Introduced by Council Member Therrien. POSTPONED from the Regular Meeting of July 11, 2022.

*The motion to APPROVE Resolution No. 5021 was made by Ms. Therrien and seconded by Mr. Clark at the July 11, 2022 Regular Meeting and remained on the floor.*

**Ms. Therrien**, seconded by **Mr. Gibson**, moved to AMEND Resolution No. 5021 by adding a sixth whereas statement to read, "The FNSB's Air Pollution Control Commission (APCC) recently sent the attached letter to Mayor Bryce Ward addressing the air quality impacts and possible mitigation measure in the FNSB PM2.5 non-attainment area regarding the proposed Kinross Gold ore-hauling plans from the Manh Choh mine to Fort Knox Mine.

**Ms. Therrien** stated that the air pollution controls had not been addressed in the original resolution and due to the concerns expressed by APCC, she felt it was necessary to include them with the amendment.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AMEND RESOLUTION NO. 5021 BY ADDING A SIXTH WHEREAS STATEMENT TO READ, "THE FNSB'S AIR

POLLUTION CONTROL COMMISSION (APCC) RECENTLY SENT THE ATTACHED LETTER TO MAYOR BRYCE WARD ADDRESSING THE AIR QUALITY IMPACTS AND POSSIBLE MITIGATION MEASURE IN THE FNSB PM2.5 NON-ATTAINMENT AREA REGARDING THE PROPOSED KINROSS GOLD ORE-HAULING PLANS FROM THE MANH CHOH MINE TO FORT KNOX MINE AS FOLLOWS:

YEAS: Gibson, Therrien, Marney, Rogers, Cleworth  
NAYS: None  
Absent: *Vacant*, Seat F  
**Mayor Matherly** declared the MOTION CARRIED.

**Ms. Therrien**, seconded by **Mr. Gibson**, moved to POSTPONE Resolution No. 5021, as Amended to the first Regular City Council Meeting in January 2023.

**Mr. Cleworth** agreed that having a work session with the DOT would be helpful, adding that he would also like to hear from some of the involved Native corporations. He clarified that regardless of the final vote, the resolution would only serve as an advisory opinion, noting that Kinross had the legal authority to use the highways.

**Mr. Marney** expressed interest in hearing a response from Kinross regarding the EPA claims.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO POSTPONE RESOLUTION NO. 5021, AS AMENDED, TO THE FIRST REGULAR CITY COUNCIL MEETING IN JANUARY 2023, AS FOLLOWS:

YEAS: Gibson, Cleworth, Therrien, Rogers  
NAYS: Marney  
Absent: *Vacant*, Seat F  
**Mayor Matherly** declared the MOTION CARRIED.

### **MAYOR'S COMMENTS AND REPORT**

**Mayor Matherly** thanked Mr. Clark for his service and for his brutally honest opinion piece in the Fairbanks Daily News-Miner. He expressed his appreciation for Mr. Clark and his hope that he might run for FNSB Assembly in the future. He introduced John Ringstad, noting that he would be recommending Mr. Ringstad for appointment to the City Council at the next regular meeting.

J. Ringstad stated he was honored to have been asked to serve on the City Council. He explained that while he had considered whether to take it on, he felt that it was the right thing to do. He added that he lives on Illinois Street and has been very involved in the community, including lobbying for the school district. He stated he spends a lot of time with his grandchildren but felt that he had adequate time to devote to the Council. J. Ringstad expressed hope that Council members would reach out to him with any questions, and he provided his phone number.

a) Special Reports

City Engineer Bob Pristash spoke about upcoming construction projects, including the 5th Avenue project, and stated he has been focused on keeping up with things so that construction can begin as soon as possible. He explained the Barnette Street construction project, a joint project with Golden Heart Utilities (GHU), to fix an issue with the sewer mains. He spoke to some of the smaller projects and repairs the Engineering Department had been involved with. He shared that the EPA had approved the Polaris Building demolition plan, adding that the annex would be torn down in the winter. He spoke to his desire to see some traffic calming devices, including speed humps, in future construction projects.

**Mr. Cleworth** asked Engineer Pristash if he had been able to read through the proposed Fairbanks Downtown Plan. Engineer Pristash stated that he had read through it, and he hoped for another work session to discuss his findings with the Council.

**Mr. Marney** thanked Engineer Pristash for his work at the City.

**Mayor Matherly** reported that he had attended a new citizens ceremony at the Morris Thompson Cultural and Visitors Center where they welcomed ten new U.S. citizens. He stated he had been impressed with their excitement and knowledge about the U.S., noting how hard they had worked to earn citizenship. He encouraged everyone to get involved in the local municipal elections.

### **COUNCIL MEMBERS' COMMENTS**

**Mr. Gibson** expressed his gratitude for everyone who showed up to give testimony.

**Mr. Marney** stated that he had enjoyed campaigning with Mr. Clark in 2020, adding that he would miss his wit, humor, and down-to-earth mentality. He stated that more people like Mr. Clark should be involved in local politics.

**Ms. Therrien** thanked everyone who came to speak about Resolution No. 5021, adding that there are many others who need to be a part of the conversation before a decision is made. She stated she had spoken to Mr. Clark and shared that, while they did not always agree, they were respectful and worked well together; she stated she would miss working with him.

**Ms. Rogers** expressed her gratitude for the good working relationships between Council members, adding that she would miss working with Mr. Clark. She spoke to comments made by J. Stewart, noting that he summed up the issue very well. She added that everyone has an idea of what is best for Fairbanks and that by working together they could come to a right solution. She clarified that the City Council is non-partisan and that politics should be left out of the comments.

**Mr. Cleworth** thanked everyone for providing testimony and thanked Mr. Gibson for moving the resolution up in the agenda. He shared his admiration for Mr. Clark and his enthusiasm, noting that some of his ideas were radical but well-intended. He stated he was reminded to listen to all the of the voices and encourage the ideas of others as much as possible.

## **UNFINISHED BUSINESS**

*Item (a) was addressed earlier in the meeting prior to Mayor's Comments and Report.*

- b) Ordinance No. 6215 – An Ordinance Amending the Fairbanks Police Department Incentive Bonus Program. Introduced by Mayor Matherly. POSTPONED from the Regular Meeting of August 8, 2022; a public hearing was held at that time.

*The motion to ADOPT Ordinance No. 6215 was made by Ms. Therrien and seconded by Mr. Marney at the August 8, 2022 Regular Meeting and remained on the floor.*

**Mr. Gibson**, seconded by **Ms. Therrien**, moved to AMEND Ordinance No. 6215 by substituting the amended, proposed version of Ordinance No. 6215.

**Mayor Matherly** called for objection and, hearing none, so ORDERED.

**Mr. Cleworth** thanked staff for taking the time to consider the Council's comments and for bringing an amended version of the ordinance forward.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADOPT ORDINANCE NO. 6215, AS AMENDED, AS FOLLOWS:

YEAS: Cleworth, Marney, Therrien, Rogers, Gibson

NAYS: None

Absent: Vacant, Seat F

**Mayor Matherly** declared the MOTION CARRIED and Ordinance No. 6215, as Amended, ADOPTED.

- c) Ordinance No. 6218 – An Ordinance Amending the 2022 Operating and Capital Budgets for the Third Time. Introduced by Mayor Matherly. SECOND READING AND PUBLIC HEARING.

**Mr. Marney**, seconded by **Ms. Therrien**, moved to ADOPT Ordinance No. 6218.

**Mr. Cleworth**, seconded by **Ms. Therrien**, moved to AMEND Ordinance No. 6218 by substituting the amended, proposed version of Ordinance No. 6218.

**Mayor Matherly** called for objection and, hearing none, so ORDERED.

**Mayor Matherly** called for testimony and, hearing none, declared Public Testimony closed.

**Mr. Cleworth** spoke in favor of the ordinance and the amendment, noting that it was very forward-thinking to budget for future temporary hires before they are needed.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADOPT ORDINANCE NO. 6218, AS AMENDED, AS FOLLOWS:

YEAS: Therrien, Rogers, Cleworth, Marney, Gibson  
NAYS: None  
Absent: Vacant, Seat F  
**Mayor Matherly** declared the MOTION CARRIED and Ordinance No. 6218, as Amended, ADOPTED.

### **NEW BUSINESS**

- a) Resolution No. 5027 – A Resolution Authorizing the City of Fairbanks to Apply for and Accept Funds from the Alaska Mental Health Trust Authority for the Fairbanks Crisis Now Community Coordinator. Introduced by Mayor Matherly.

PASSED and APPROVED on the CONSENT AGENDA

- b) Resolution No. 5028 – A Resolution Authorizing the City of Fairbanks to Provide a Retention Bonus to FECC Dispatch Employees. Introduced by Mayor Matherly.

PASSED and APPROVED on the CONSENT AGENDA

- c) Ordinance No. 6219 – An Ordinance Amending the Public Safety Employees Association/City of Fairbanks Collective Bargaining Agreement to Add a Community Outreach Specialist Position. Introduced by Mayor Matherly.

ADVANCED on the CONSENT AGENDA

### **WRITTEN COMMUNICATIONS TO THE CITY COUNCIL**

- a) Memorandum to Approve the Appointment of 2022 Election Officials

**Mr. Cleworth**, seconded by **Mr. Gibson**, moved to APPROVE the Memorandum to Appoint 2022 Election Officials.

**Mr. Cleworth** noted that Meg Gaydosik's name was misspelled. Clerk Snider noted the error.

**Mayor Matherly** called for objection on the motion to APPROVE the Memorandum to Appoint 2022 Election Officials, with the correction of the name misspelling, and, hearing none, so ORDERED.

- b) Appointments to the Council Finance Committee

APPROVED on the CONSENT AGENDA

- c) Chena Riverfront Commission Meeting Minutes of May 25, 2022

ACCEPTED on the CONSENT AGENDA

d) Chena Riverfront Commission Meeting Minutes of June 22, 2022

ACCEPTED on the CONSENT AGENDA

e) Historic Preservation Commission Meeting Minutes of July 5, 2022

ACCEPTED on the CONSENT AGENDA

### **COUNCIL MEMBERS' COMMENTS & COMMITTEE REPORTS**

*With no objection from the Council, Members' Comments and Committee Reports were combined.*

**Mr. Cleworth** asked about holding another work session to discuss the Fairbanks Downtown Plan. City Clerk Snider noted that there was not one scheduled and that there were no available work sessions slots on the calendar for some time. She added that a Special Finance Committee meeting could be scheduled for the purpose of discussing of a non-fiscal topic.

**Ms. Rogers** reported that she had attended meetings of the Reentry Coalition and Crisis Now, as well as the Fort Wainwright 9-1-1 ceremony. She went on to express her appreciation for the many people who shared their varied opinions during the meeting.

**Ms. Therrien** gave a land acknowledgment. She spoke about attending the recent FNSB Assembly meeting, adding that the resolution regarding the City was postponed as they ran out of time. She reported that she had also attend the Crisis Now meeting where she learned that the program is helping to divert a lot of FPD calls, adding that she had asked the coordinator to provide the Council with those numbers in the future. She spoke about the somber and pleasant 9-1-1 ceremony at Fort Wainwright she attended with Ms. Rogers. She clarified that she introduced Resolution No. 5021 due to safety and health concerns and clarified that she is pro-mining and development.

**Mr. Marney** thanked Fire Chief Raygor for the work he has done to increase staffing in his department. He added that he had attended a meeting with various stakeholders regarding the room rental tax allocation, noting that there had been a great deal of sharing ideas on how to move forward. He recognized Julie Jones with Explore Fairbanks for the amount of work she is able to accomplish with a small budget. He noted that Jomo Stewart expressed that the FEDC may have additional resources available to the City.

**Mr. Gibson** spoke to the FNSB ordinance regarding Board of Adjustment powers. **Mr. Cleworth** stated that the Council had approved support for the ordinance during the last meeting, adding that while a formal resolution should have been presented, the official support stands. **Mr. Gibson** spoke to his experience in working with Mr. Clark and commented on Mr. Clark's ability to speak openly and freely, regardless of any fallout. He added his appreciation for Mr. Clark's common-sense approach to issues, adding that he will be missed.

**Ms. Rogers** thanked Mr. Marney for his work pulling together the various organizations involved with the room rental tax discussion.

## **CITY CLERK'S REPORT**

City Clerk Snider offered to provide a summary to Ms. Therrien before the next Borough Assembly meeting of the actions the Council had taken regarding the Board of Adjustment issue. She went on to note the change in the number of City precincts, adding that workers at each precinct had been increased to accommodate the busier locations. She recognized Deputy Clerk Rochelle Rodak for her work on the Candidate Pamphlet and thanked the Council and other local governing bodies for passing an ordinance to authorize it.

**Ms. Therrien**, seconded by **Mr. Cleworth**, moved to ENTER Executive Session to discuss AFL-CIO Labor Negotiation Strategy.

**Mayor Matherly** called for objection and, hearing none, so ORDERED.

**Mayor Matherly** called for a brief recess and left the meeting at 8:30 p.m. **Mr. Cleworth** presided as Mayor pro tempore. The Council reconvened in Executive Session following the brief recess.

## **EXECUTIVE SESSION**

a) AFL-CIO Labor Negotiation Strategy

The City Council met in Executive Session to discuss AFL-CIO Labor Negotiation Strategy. Direction was given to the negotiating team, and no action was taken.

## **ADJOURNMENT**

**Mr. Gibson**, seconded by **Mr. Marney**, moved to ADJOURN the meeting.

**Mayor pro tem Cleworth** called for objection and, hearing none, so ORDERED.

**Mayor pro tem Cleworth** declared the meeting adjourned at 9:20 p.m.

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JIM MATHERLY, MAYOR

ATTEST:

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D. DANYIELLE SNIDER, MMC, CITY CLERK

Transcribed by: RR


# MEMORANDUM

City of Fairbanks Clerk's Office

D. Danyielle Snider, City Clerk

---

TO: Mayor Jim Matherly & City Council Members

FROM: D. Danyielle Snider, MMC, City Clerk 

SUBJECT: Application for New Restaurant/Eating Place Liquor License and Restaurant Designation Permit

DATE: September 21, 2022

---

An application has been received from the State of Alaska Alcohol and Marijuana Control Office (AMCO) for the following new Restaurant/Eating Place liquor license and Restaurant Designation Permit:

License #: **6080**  
License Type: Restaurant/Eating Place  
D.B.A.: **KC's Kitchen**  
Licensee/Applicant: Curt Michael Haley and Ok Hui Haley  
Physical Location: 1707 S. Cushman Street, Fairbanks, Alaska

Corp/LLC Agent:	Mailing Address	Phone	Title/Shares
Curt Michael Haley	2403 Turner Street, Apt 4 Fairbanks, AK 99701	907-388-3108	Owner
Ok Hui Haley	2403 Turner Street, Apt 4 Fairbanks, AK 99701	907-388-6508	Owner

Pursuant to FGC Sec. 14-178, the City Council may determine whether to protest or waive protest on the liquor license application after holding a public hearing. The 60-day deadline for the City's response to AMCO is October 21, 2022

Pursuant to FGC Sec. 14-168(a)(2), a notice of the date, time, and place of the public hearing has been mailed to all property owners within 500 feet of the proposed location, and a notice of the public hearing will be advertised in the Fairbanks Daily News Miner on Friday, September 23, 2022.

The Fairbanks Police Department submitted the attached "zero call" report, and there are no departmental objections to the issuance of this license.



Incident / Event (Search) [X]

Link Event ID [ ] Call recv [ ] [AVL] [Print] [Report]

Event Info Notes Times R/E Log Other Log Entry Ani/Al Patients Employee Names Vehicles

Rpt # [ ] Source [ ] PU [ ] EMS Fire Law Resc Othr [ ]

Loc 1707 S CUSHMAN ST FAIR [ ]

X-ST Jur [ ] Service [ ] Agency FPD [ ]  
 Stat/Beat [ ] District [ ] RA [ ]

Busi KREATIVE KUTZ Ph# ( ) - Call group [ ]


Nature [ ] Caller [ ] Address [ ] Veh # [ ]

QA [ ] Alarm [ ] [RMS] [Send Export]

Include delayed events  Include cancelled events [View Text] [Re-Open]

[Prev] [Next] [Add] [Duplicate] [Delete] [Search] [View] [Exit Srch]

ONESolution CAD [X]

 No match found.

[Ok]



**Alaska Alcoholic Beverage Control Board**  
**Form AB-02: Premises Diagram**

**Why is this form needed?**

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

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

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

Yes No

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

**Section 1 – Establishment Information**

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

Licensee:	Curt Michael Haley & Ok Hui Haley	License Number:	6080		
License Type:	Restaurant/Eating Place				
Doing Business As:	KC's Kitchen				
Premises Address:	1707 S. Cushman Street				
City:	Fairbanks	State:	AK	ZIP:	99701

AMCO Rcvd 8/24/2022



Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501

[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)

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

Phone: 907.269.0350

## Alaska Alcoholic Beverage Control Board

# Form AB-02: Premises Diagram

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### Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, consumption, and manufacturing. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.

**CODE REVIEW**

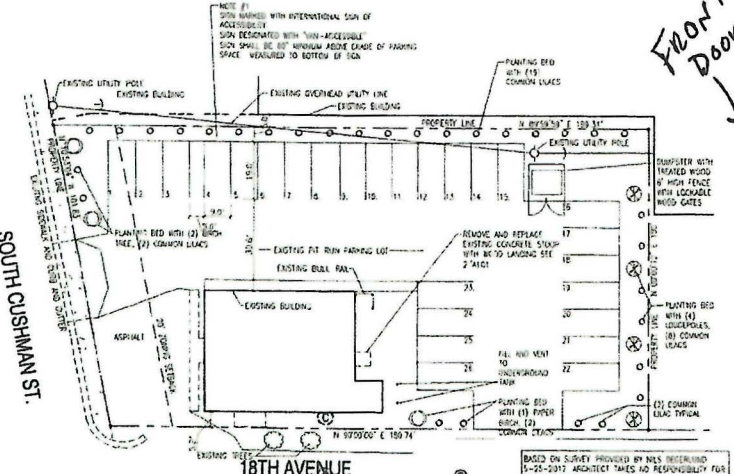
2015 INTERNATIONAL BUILDING CODE	2-2 RESTAURANT
SECTION 1003.1.1 (103)	4-10 (COMMERCIAL - MINIMUM)
SECTION 1003.1.2 (103)	2-2005 PERMITTED WHEN SPRINKLERED
SECTION 1003.1.3 (103)	4-3 = 4000 SF
SECTION 1003.1.4 (103)	NOT REQUIRED OCCUPANT LOAD LESS THAN 100
SECTION 1003.1.5 (103)	100% REQUIRED OCCUPANT LOAD LESS THAN 300
SECTION 1003.1.6 (103)	63
SECTION 1003.1.7 (103)	OCCUPANT LOAD MORE THAN 50, TWO EXITS REQUIRED
SECTION 1003.1.8 (103)	1 PER 75, 1 WATER CLOSET, 1 SINK PER MEN

**BUILDING AREAS**

FIRST FLOOR	2,715 GSF	CROSS SQUARE FOOT AREA CALCULATED AS THE AREA INSIDE THE OUTSIDE FACE OF CURB WALL
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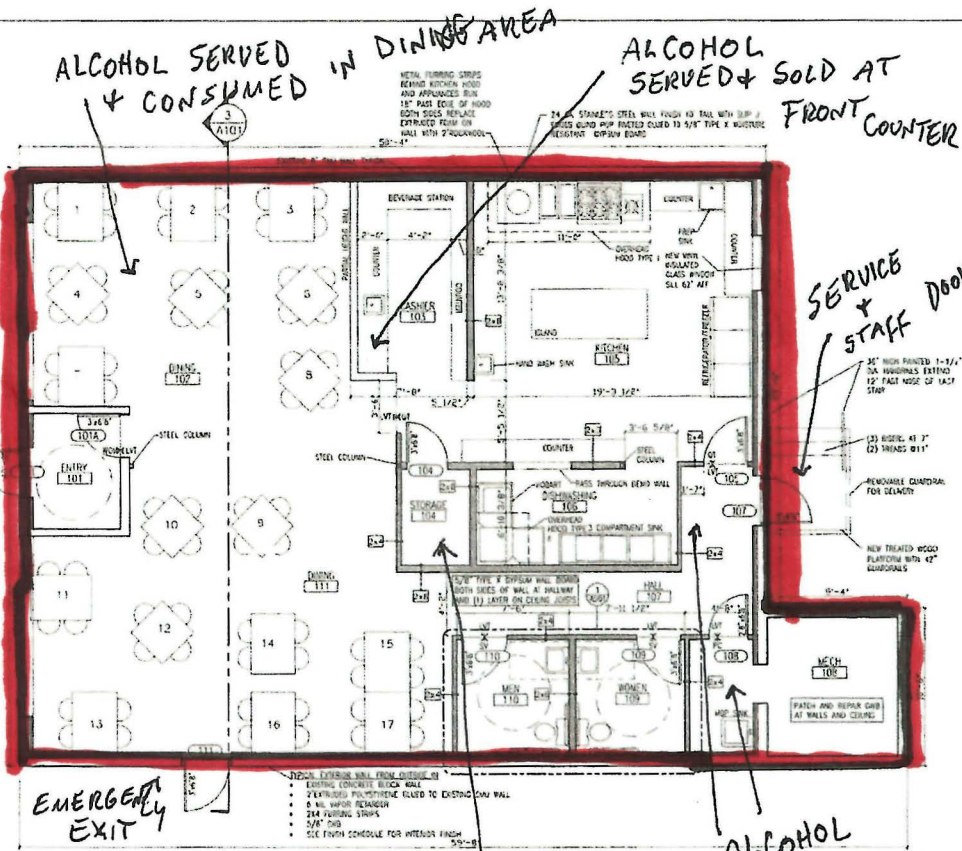
**DRAWING INDEX**

- A101 SITE PLAN, OVER VIEW, FIRST FLOOR PLAN, BUILDING SECTION, ROOM FROM SCHEDULE
- A301 ENLARGED PLAN, FINISH HEIGHTS, DOOR SCHEDULE



LOT 1, BLOCK 1, ROBERT MITCHELL SUBDIVISION  
PAN 667101 GC ZONING 19,040 SF

**1 SITE PLAN**  
1"=40'-0"



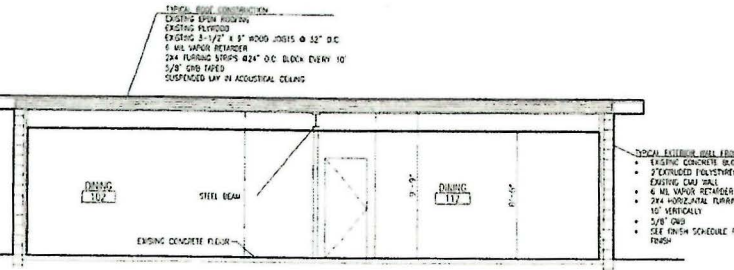
**2 FIRST FLOOR PLAN**  
1/4"=1'-0"



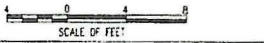
**PLAN KEY:**

(Solid line)	NEW METAL STUD WALL WITH 5/8" OPEN WALL BOARD LATH
(Dashed line)	EXISTING WALL
(Dotted line)	EXISTING AND NEW OVERHEAD

- GENERAL NOTES:**
- DIMENSIONS ARE TO FACE OF FRAMING OR R.F., UNLESS NOTED OTHERWISE.
  - DOORS ARE TO BE LOCATED 4" FROM THE ADJACENT WALL, FINISH SIDE TO INSIDE FACE OF FRAME, UNLESS DIMENSIONED OTHERWISE.
  - REFER TO ENLARGED FLOOR PLANS FOR DIMENSIONS AS REQUIRED.
  - FIRST FLOOR RADIANT SLAB ELEVATION IS 6" OF BASELINE. ALL OTHER ELEVATIONS ARE MEASURED FROM THIS REFERENCE POINT.
  - ALL ELEVATIONS ARE TO TOP OF FINISH CONCRETE SLAB, NO FINISH FLOOR MATERIAL HAS BEEN ASSIGNED FOR COORDINABLE FLOOR FINISH WITH OWNER.
  - ALL WINDOW AND DOOR OPENING DIMENSIONS ARE ROOM OPENING DIMENSIONS ALLOWING APPROXIMATE 1/2" SHIM/FOAM SPACE EVERY SIDE ACTION, SHIM SERVICE SIZES.



**3 SECTION**  
1/4"=1'-0"



**L64 DESIGN**  
147 3rd Avenue Fairbanks Alaska  
907 474 0064  
PERMIT SET



**CUSHMAN RESTAURANT RENOVATION**  
1701 S CUSHMAN STREET  
FAIRBANKS ALASKA 99701

job no. ORAC  
drawn by DRH  
date 15 DEC 2017  
SCALE ACCORDING

CODE REVIEW, SITE PLAN  
FIRST FLOOR PLAN  
SECTION

SHEET 1 OF 2  
**A101**

AMGO Rcvd 8/12/2022

**CODE REVIEW**

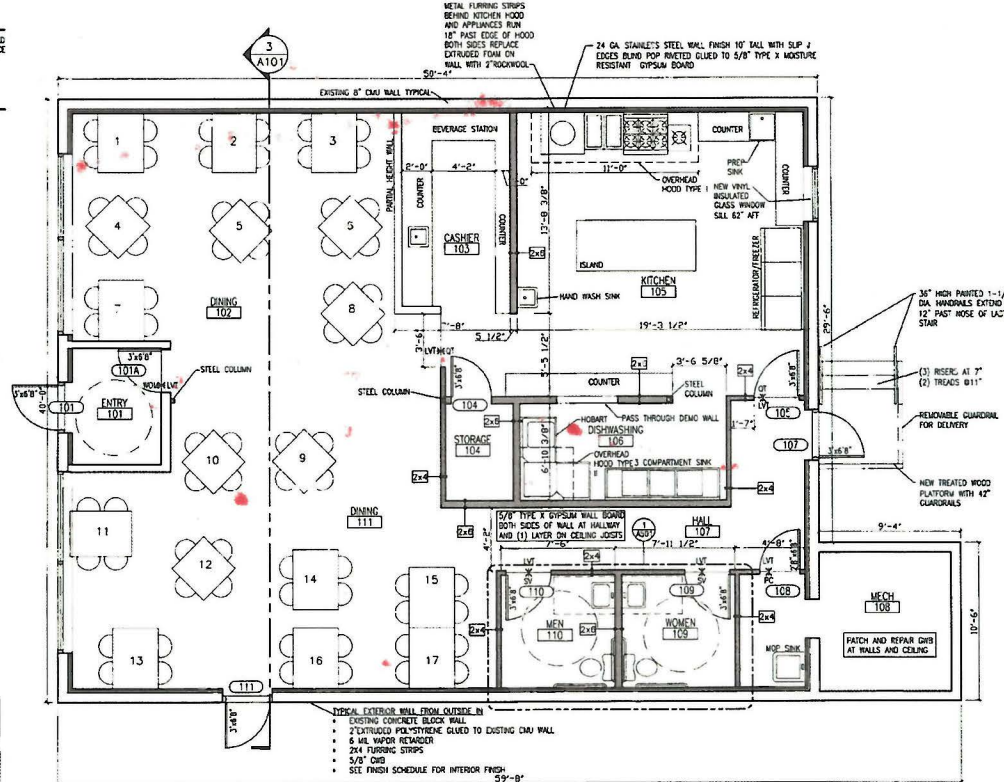
OCCUPANCY CLASSIFICATION (303)	2015 INTERNATIONAL BUILDING CODE
TYPE OF CONSTRUCTION (501)	A-2 RESTAURANT
ALLOWABLE HEIGHT PER BUILDING	1-8 (COMBUSTIBLE - NONRATED)
ALLOWABLE AREA PER BUILDING	2 STORES PERMITTED WHEN SPRINKLERED
SPRINKLERS (903.2.1.2)	A-2 = 6000 SF
ALARM SYSTEM (907)	NOT REQUIRED OCCUPANT LOAD LESS THAN 100
OCCUPANT LOAD	NOT REQUIRED OCCUPANT LOAD LESS THAN 300
DINING	878 / 15 = 59
KITCHEN	821 / 300 = 2.7
STORAGE	30 / 300 = 0.1
MECHANICAL	145 / 300 = 0.5
TOTAL REMODEL OCCUPANT LOAD	63
NUMBER OF EXITS	OCCUPANT LOAD MORE THAN 50, TWO EXITS REQUIRED
FIXTURE COUNT, TABLE 2902.1	1 PER 75, 1 WATER CLOSET, 1 SINK PER SEX

**BUILDING AREAS**

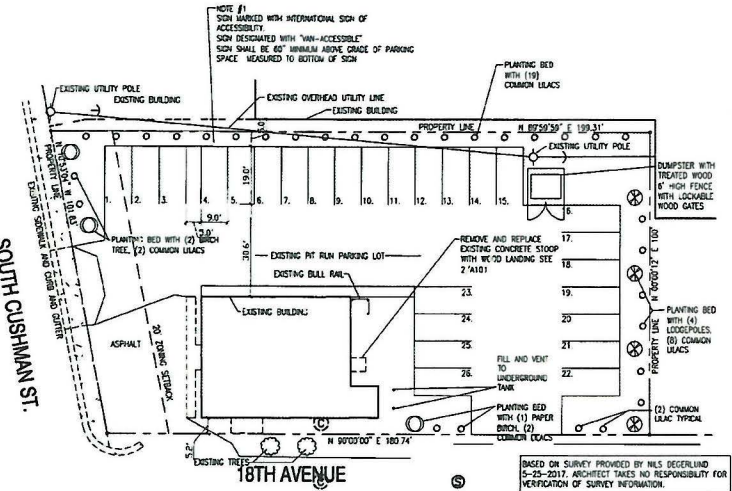
FIRST FLOOR	2,119 SQF	GROSS SQUARE FOOT AREA CALCULATED AS THE AREA INSIDE THE OUTSIDE FACE OF CMU WALL.
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**DRAWING INDEX**

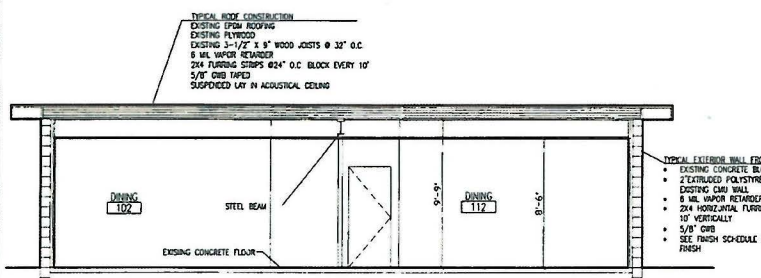
A101	SITE PLAN, CODE REVIEW, FIRST FLOOR PLAN, BUILDING SECTION, ROOM FINISH SCHEDULE
A501	ENLARGED PLANS, FIXTURE HEIGHTS, DOOR SCHEDULE



**2 FIRST FLOOR PLAN**  
1/4"=1'-0"  
SCALE OF FEET



**1 SITE PLAN**  
1"=40'-0"  
SCALE OF FEET



**3 SECTION**  
1/4"=1'-0"  
SCALE OF FEET

PLAN KEY:	GENERAL NOTES:
— NEW METAL STUD WALL WITH 5/8" GYPSUM WALL BOARD	1. DIMENSIONS ARE TO FACE OF FRAMING OR ICF, UNLESS NOTED OTHERWISE.
— EXISTING WALL	2. DOORS ARE TO BE LOCATED 4" FROM THE ADJACENT WALL HINGE SIDE TO INSIDE FACE OF FRAME, UNLESS DIMENSIONED OTHERWISE.
- - - EXISTING AND NEW OVERHEAD	3. REFER TO ENLARGED FLOOR PLANS FOR DIMENSIONS AS REQUIRED.
	4. FIRST FLOOR RADIANT SLAB ELEVATION IS 0'-0" BASELINE. ALL OTHER ELEVATIONS ARE MEASURED FROM THIS REFERENCE POINT.
	5. ALL ELEVATIONS ARE TO TOP OF FLUENT CONCRETE SLAB. NO FRESH FLOOR MATERIAL HAS BEEN ACCOUNTED FOR. COORDINATE FLOOR FINISH WITH OWNER.
	6. ALL WINDOW AND DOOR OPENING DIMENSIONS ARE ROUGH OPENING DIMENSIONS ALLOWING APPROXIMATE 1/2" SHIM/FOAM SPACE EVERY SIDE. ACTUAL SHIM SPACE VARIES.

**L64 DESIGN**  
147 3rd Avenue Fairbanks Alaska  
907 474 0064  
**PERMIT SET**



**CUSHMAN RESTAURANT RENOVATION**  
1701 S CUSHMAN STREET  
FAIRBANKS ALASKA 99701

job no. 0B4C  
drawn by DRH  
date 15 DEC 2017  
1" = 40'-0" SCALE APPROXIMATE

CODE REVIEW, SITE PLAN  
FIRST FLOOR PLAN  
SECTION  
SHEET 1 OF 2  
**A101**

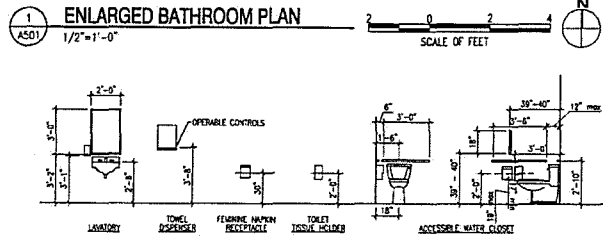
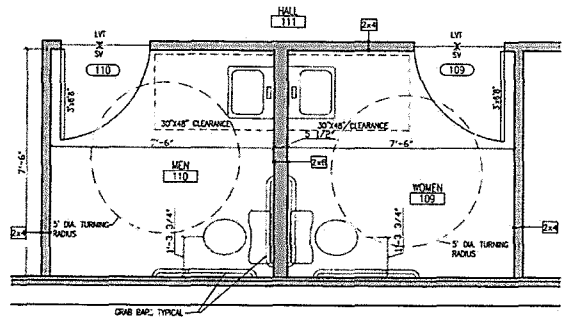
AMCO Received 6/7/22



**ROOM FINISH SCHEDULE**

NUMBER	ROOM NAME	FLOOR	BASE	WALLS	FINISH	CEILING	FINISH	REMARKS	NUMBER	LEGEND
101	ENTRY	CONC	RUBBER BASE	CNS	PTD	CNS	PTD		101	WALK OFF MAT
102	DINING	CONC	RUBBER BASE	CNS	PTD	ACT 1	FF		102	LUXURY VINYL TILE
103	BAT STATION	QUARRY TILE	QUARRY TILE	CNS	PTD	ACT 1	FF		103	PAINTED CONCRETE
104	STORAGE	QUARRY TILE	QUARRY TILE	CNS/TRP	FF	ACT 2	FF	1.	104	SHEET METAL
105	KITCHEN	QUARRY TILE	QUARRY TILE	CNS/TRP	FF	ACT 2	FF	1.	105	ICB
106	DISHWASHING	QUARRY TILE	QUARRY TILE	MGWB/TRP	FF	ACT 2	FF	1.	106	INTERGRADED SHEET VINYL COVERED BASE
107	HALL	LVT	RUBBER BASE	CNS	PTD	ACT 1	FF		107	PAINTED
108	MECHANICAL	PC	RUBBER BASE	CNS	PTD	CNS	PTD		108	5/8" OYSPUM WALL BOARD WITH SMOOTH WALL TEXTURE/ FINISH
109	WOMEN	SV	ICB	MGWB/TRP	PTD/FF	CNS	PTD	2.	109	MOISTURE RESISTANT 5/8" OYSPUM WALL BOARD
110	MEN	SV	ICB	MGWB/TRP	PTD/FF	CNS	PTD	2.	110	FRP
111	DINING	LVT	RUBBER BASE	CNS	PTD	ACT 1	FF		111	FACTORY FINISH

NOTE:  
1. FULL HEIGHT FRP ALL WALLS  
2. 4'-0" HIGH PAINTCOATING



**PLAN KEY:**

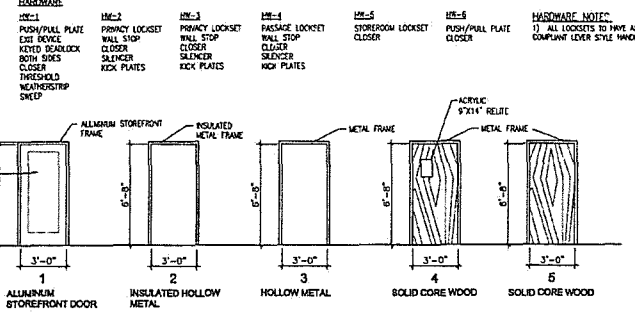
- NEW METAL SID WALL WITH 5/8" OYSPUM WALL BOARD
- EXISTING WALL
- EXISTING AND NEW OVERHEAD

**GENERAL NOTES:**

- DIMENSIONS ARE TO FACE OF FRAMING OR RCP, UNLESS NOTED OTHERWISE.
- DOORS ARE TO BE LOCATED 4" FROM THE ADJACENT WALL. HINGE SIDE TO INSIDE FACE OF FRAME, UNLESS DIMENSIONED OTHERWISE.
- REFER TO ENLARGED FLOOR PLANS FOR DIMENSIONS AS REQUIRED.
- FIRST FLOOR RADIANT SLAB ELEVATION IS 0'-0" BASELINE. ALL OTHER ELEVATIONS ARE MEASURED FROM THIS REFERENCE POINT.
- ALL ELEVATIONS ARE TO TOP OF RADIANT CONCRETE SLAB. NO FINISH FLOOR MATERIAL HAS BEEN ACCOUNTED FOR. COORDINATE FLOOR FINISH WITH OWNER.
- ALL WINDOW AND DOOR OPENING DIMENSIONS ARE ROUGH. OPENING DIMENSIONS ALLOWING APPROXIMATE 1/2" SHIM/FOAM SPACE EVERY SIDE. ACTUAL SHIM SPACE VARIES.

**DOOR SCHEDULE**

NUMBER	ROOM NAME	DOOR INFORMATION	FRAMES	HARDWARE	LEGEND
101	ENTRY	1 3'-0" 6'-8" 1 0 AS	AS	1	ALUMINUM STOREFRONT
101A	ENTRY	1 3'-0" 6'-8" 1 0 HW	HW	6	YELLOW METAL
104	STORAGE	1 3'-0" 6'-8" 3 0 HW	HW	4	INSULATED HOLLOW METAL
105	KITCHEN	1 3'-0" 6'-8" 4 20 MN HW	HW	4	
107	HALL	1 3'-0" 6'-8" 2 0 HW	HW	1	
108	MECH	1 3'-0" 6'-8" 2 20 MN HW	HW	5	
109	WOMEN	1 3'-0" 6'-8" 5 20 MN HW	HW	2	
110	MEN	1 3'-0" 6'-8" 5 20 MN HW	HW	2	
111	DINING	1 3'-0" 6'-8" 2 0 HW	HW	1	



**CUSHMAN RESTAURANT RENOVATION**  
1701 S CUSHMAN STREET  
FAIRBANKS ALASKA 99701

Job no. 084C  
drawn by DRH  
date 15 DEC 2017

ENLARGED BATHROOM PLANS  
MOUNTING HEIGHTS  
HARDWARE SCHEDULE  
DOOR TYPES  
ROOM FINISH SCHEDULE

SHEET 2 OF 2  
**A501**

AMCO Received




# MEMORANDUM

City of Fairbanks Clerk's Office

D. Danyielle Snider, City Clerk

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TO: Mayor Jim Matherly and City Council Members  
FROM: D. Danyielle Snider, MMC, City Clerk   
SUBJECT: Application for Marijuana Onsite Consumption Endorsement  
DATE: September 21, 2022

---

An application has been received from the State of Alaska Alcohol and Marijuana Control Office (AMCO) for an Onsite Consumption Endorsement for the following Retail Marijuana Store:

Retail License #: **10131**  
Application Type: **Onsite Consumption Endorsement**  
D.B.A.: Pakalolo Supply Company  
Licensee/Applicant: Pakalolo Supply Company, Inc.  
Physical Location: 1851 Fox Avenue, Fairbanks, Alaska

Pursuant to 3 AAC 306.060, the Council may determine whether to protest the marijuana consumption endorsement application after holding a public hearing. A notice of the date, time, and place of the public hearing has been mailed to all property owners within 1,000 feet of the retail marijuana store, and notice of the public hearing will be advertised in the Fairbanks Daily News Miner on Friday, September 23, 2022.

**The Building Official is recommending that protest be waived, contingent upon the issuance of a Certificate of Occupancy**, and the Police Department has included a “zero call” report for the location. There are no other departmental concerns with the issuance of this endorsement.



# City of Fairbanks

Office of the City Clerk

800 Cushman Street

Fairbanks, AK 99701

(907)459-6715  
Fax (907)459-6710

## ALCOHOL AND MARIJUANA CONTROL OFFICE MARIJUANA LICENSE RESPONSE FORM

- TO:  FINANCE DEPARTMENT  
 BUILDING DEPARTMENT  
 FIRE DEPARTMENT  
 POLICE DEPARTMENT

DATE: 08/26/2022

FROM: CITY CLERK'S OFFICE

RE: MARIJUANA LICENSE ACTION – ONSITE CONSUMPTION ENDORSEMENT

DATE NOTICE RECEIVED AT CLERKS OFFICE: 08/26/2022 (60 DAY DUE DATE 10/25/2022)

DATE RESPONSE DUE: 09/20/2022 for City Council Meeting of 09/26/2022

License #: 10131  
 Application Type: Marijuana Onsite Consumption Endorsement  
 D.B.A.: Pakalolo Supply Company  
 Licensee/Applicant: Pakalolo Supply Company, Inc.  
 Physical Location: 1851 Fox Avenue, Fairbanks, Alaska

Corp/LLC Agent:	Mailing Address	Phone	Date and State of Ltd/Partner/Corp	Good Standing?
Pakalolo Supply Company, Inc. Howard C Hollister	3264 Riverview Drive Fairbanks, AK 99709	907-322-9575	02/26/2016 – AK	Yes

Member/Officer/Affiliate:	Mailing Address	Title/Shares (%)
Howard C Hollister	3264 Riverview Drive Fairbanks, AK 99709	Director/President/Shareholder – 80%
Keenan M Hollister	1138 Coppet Street Fairbanks, AK 99709	Director/Shareholder/Vice President – 10%
Tyler C Hollister	1213 Ninth Avenue Fairbanks, AK 99701	Director/Shareholder/Treasurer/Secretary – 5%
Victoria S Hollister	3264 Riverview Drive Fairbanks, AK 99709	Shareholder – 5%

9/14 @ 1:30

### ADDITIONAL COMMENTS:

NO PROTEST:  
COMMENTS

*CONTINGENT ON ISSUANCE OF  
CERTIFICATE OF OCCUPANCY*

PROTEST  
REASONS:

DEPARTMENT SIGNEE: *[Signature]* / CLEMENS M. CLOOTEN  
 (Signature) (Printed Name)

NOTE: THIS COMPLETED FORM MUST BE RETURNED TO THE CITY CLERK'S OFFICE BY THE DATE INDICATED ABOVE. YOU MAY E-MAIL OR FAX (459-6710) THE FORM.

IF YOU HAVE ANY QUESTIONS CALL OUR OFFICE AT 459-6774. THANK YOU.



Incident / Event (Search) ✕

Link Event ID  Call recv  AVL  Report

Print

Event Info Notes Times R/E Log Other Log Entry Ani/AlI Patients Employee Names Vehicles

Rpt#  Source  PU  EMS Fire Law Resc Othr

Loc 1851 FOX AVE FAIR

X-ST Jur  Service  Agency FPD

Stat/Beat  District  RA

Busi PAKALOLO SUPPLY CO Ph# ( ) - Call group

Nature

Caller

Address

Veh #

ONESolution CAD ✕

No match found.

QA

Alarm

S

RMS

Include delayed events  Include cancelled events



Alaska Marijuana Control Board

**Operating Plan Supplemental Form MJ-28b: Onsite Consumption Marijuana Retail Endorsement**

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

**What is this form?**

An operating plan supplemental form is required for all retail marijuana establishments seeking an onsite consumption endorsement. Applicants should review **Alaska Regulation 306.370**. This form will be used to document how an applicant intends to meet the requirements of the regulation.

**What must be covered in this operating plan supplemental?**

Applicants must identify how the proposed onsite consumption premises will comply with applicable statutes and regulations regarding the following:

- Security [in addition to what is required for a retail store].
- Ventilation [if consumption by inhalation is to be permitted].
- Monitoring overconsumption.
- Disposal or packaging of unconsumed marijuana.
- Prevention of the introduction of marijuana products not sold by the retail marijuana store or products not sold for onsite consumption.

**This form must be completed and submitted to AMCO's main office before any new onsite consumption endorsement application will be considered complete.**

**Section 1 – Establishment & Contact Information**

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

Licensee:	Pakalolo Supply Company, Inc.	MJ License #:	10131		
License Type:	Retail Marijuana Store				
Doing Business As:	Pakalolo Supply Company				
Premises Address:	1851 Fox Avenue				
City:	Fairbanks	State:	Alaska	ZIP:	99709

Mailing Address:	3264 Riverview Drive				
City:	Fairbanks	State:	Alaska	ZIP:	99709

Designated Licensee:	Howard C. Hollister				
Main Phone:	907-322-9575	Cell Phone:	907-322-9575		
Email:	chollister@hollisterenterprises.com				

Which type(s) of consumption will occur at your premises (check all that apply):

Consumption by inhalation (smoking or vaping)-

Consumption by other method(s)-



Alaska Marijuana Control Board

# Form MJ-28b: Onsite Consumption Endorsement Operating Plan

## Section 1 – Freestanding

### Freestanding Licensed Retail Store (3 AAC 306.370(a) and AS 18.35.301(i)(1))

Please read the definition of "Freestanding" as defined in AS 18.35.301(i)(1) below-

*"freestanding" means a building that is not supported by another structure and does not share ventilation or internal air space with an adjoining structure and smoke from the building cannot travel into the adjoining structure.*

You must be able to certify the statements below. Read the following and then sign your initials in the box to the right:

Initials

1.1- I certify that the location for which I am requesting this endorsement is "freestanding" as defined by AS 18.35.301(i)(1).

1.2- I certify that I have attached to this operating plan a photo of each side of the exterior of my building that show it meets the definition of "freestanding."

## Section 2 – Security

### Security (3 AAC 306.370(d)(1)(A)) and 3 AAC 306.370 (c)(1)

2.1. Describe the equipment in place (doors and locks) that will provide security for your consumption space, including access points and windows:

All exterior doors and windows feature alarm contacts that will trip the siren alarm and directly notify local authorities in the event of an unauthorized breach. The interior of the building is equipped with motion sensors tied to the alarm system. Panic buttons are also available to employees in the retail store in case of emergency. Cameras will be located at each exterior entrance and throughout all areas of the consumption space. Backup footage will be available for the required period of time. Pakalolo employees will monitor and review surveillance to coordinate with local law enforcement for apprehension and prosecution of any breaches to security. All exterior doors have commercial grade locks and hardware, and will remain locked before the opening and after the closing of the retail store and consumption lounge.

2.2. Describe how you will prevent diversion of marijuana and marijuana product from your consumption area:

Metrc will be used diligently to track all cannabis products as they move between licenses. The Point of Sale system is also tied directly to Metrc to constantly update inventory. This will ensure that no diversion will occur during the product transfer and retail sale processes. Each license will maintain records related to each product transfer. Inventory audits will be done regularly to provide a constant monitoring process to prevent the possibility of diversion. No marijuana and marijuana product will be accessible to customers unless purchased from an employee. All retail and consumption area employees will be trained to watch for and prevent any possible diversion of marijuana or marijuana products. Any missing product or possible diversion will be immediately reported to local law enforcement and AMCO. Customers will only be allowed to remove marijuana or marijuana products from the consumption area if those products include the required packaging and labeling.



Alaska Marijuana Control Board

# Form MJ-28b: Onsite Consumption Endorsement Operating Plan

2.3. Describe how you will prevent access by persons under the age of 21 to your consumption area:

Employees will require approved valid photo identification to ensure everyone who enters the premises is twenty-one years of age or older. Anyone under the age of twenty-one will be denied access to the retail store and consumption area.

2.4. Describe how the consumption area shall be isolated from the other areas of the retail marijuana store:

The consumption area will be separated from the retail store by a wall and secure door. Access to the consumption area will be located at the back of the retail store. All customers entering, or passing through the retail store to the consumption area, will have to show valid ID. Employees will monitor access in and out of the consumption area.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

2.5. The proposed area(s) for consumption are clearly identified on Form MJ-02: Premises Diagram or MJ-14: Premises Diagram Change that is submitted with this application.

Answer "Yes" or "No" to the following question: Yes No

2.6 Will the consumption area be outdoors?

If "Yes", describe the outdoor structure(s) or the expanse of open or clear ground and how it is fully enclosed by a sight-obscuring wall or fence:

[Empty text box for describing outdoor structure]

If "Yes", describe the neighboring uses and state why an outdoor consumption area is compatible with the surrounding area:

[Empty text box for describing neighboring uses]



# Form MJ-28b: Onsite Consumption Endorsement Operating Plan

## Section 3 – Ventilation

### Ventilation (3 AAC 306.370(d)(1)(B))

If you are proposing an indoor marijuana consumption area, where consumption by inhalation will occur you must be able to certify the statements below.

Read the following and then sign your initials in the box to the right:

Initials

**I certify that I have attached to this form ventilation plans that:**

- 3.1 Show a ventilation system for the marijuana consumption area that is separate from the remainder of the retail store
- 3.2 Signed and approved by a licensed mechanical engineer.
- 3.3 Sufficient to remove visible smoke.
- 3.4 Consistent with all applicable building codes and ordinances.



## Section 4 – Overconsumption

### Monitoring Overconsumption (3 AAC 306.370(d)(1)(C))

4.1. Describe the policies and procedures that will be used to monitor overconsumption of marijuana or marijuana product:

Employees will be trained to monitor consumers for overconsumption. Customers who appear intoxicated prior to entry will not be permitted to enter the retail store or consumption area. In accordance to 3 AAC 306.370 customers will be limited per day to consuming 1 gram of flower, 25mg of edibles, and .3 grams of concentrates by vaping device. Employees will be trained to not sell more than the legal daily limit to each customer. No other concentrates will be consumed on the premises. Anyone who appears to have over-consumed will be asked to leave the premises, and will be assisted to a cab or ride share. Warnings including consumption area rules and limits will be posted in a conspicuous location in the consumption area.

## Section 5 – Repackaging or Disposal

### Repackaging or Disposal (3 AAC 306.370(d)(1)(D))

5.1. Describe how you will dispose of or repackage unconsumed marijuana or marijuana product in accordance with 3AAC 306.740 and 3AAC 306.345:

Any unconsumed marijuana will be repackaged in accordance with 3 AAC 306.345 and 3 AAC 306.470, and tracked accordingly. All unconsumed marijuana left abandoned or unclaimed in the marijuana consumption area will be destroyed in accordance with the operating plan and 3 AAC 306.740. Any marijuana waste will be made unusable by mixing it in equal parts with a compostable material. Customers who intend to take unconsumed marijuana home when they leave will do so with the product properly packaged and in a labeled exit bag.



# Form MJ-28b: Onsite Consumption Endorsement Operating Plan

## Section 6 – Prevention of Introduction

### Prevention of Introduction (3 AAC 306.370(d)(1)(E))

6.1. Describe your policies and procedures to ensure marijuana from a source other than your retail marijuana store is not introduced to your consumption area:

Only products specifically designated to be consumed onsite may be purchased and consumed within the consumption area. Employees will be trained to monitor the consumption area for products not purchased specifically for onsite consumption. Any products found to not have been purchased that day specifically for onsite consumption will be confiscated and destroyed. Customers will be informed prior to entering the consumption area that only products purchased within the consumption area may be consumed onsite. Warning signs will also be posted in a conspicuous location to ensure customers remain informed of the consumption area requirements.

6.2 Describe your policies and procedures to ensure that marijuana from your retail marijuana store that is not intended for onsite consumption is not introduced into your consumption area:

Employees will be trained to inform customers prior to entering the consumption area that only products purchased specifically intended for onsite consumption may be consumed in the consumption area. Employees will monitor access into the consumption area to ensure customers are following the requirement. If customers purchase products in the retail store prior to entering the consumption area, employees will offer customers the option to have their products held behind the counter for them to claim after exiting the consumption area. No outside marijuana or marijuana products will be allowed on the premises at any time. Warning signs stating consumption area policies will be posted in a conspicuous location and provided to customers.

The point of sale system will track the sales in our retail store and consumption lounge separately. This will facilitate employees monitoring of marijuana product purchased in both areas and whether someone was trying to bring product purchased in the store into the Lounge.

## Section 7 – Dosage and Safety Information

### Written Materials (3 AAC 306.370(e)(4))

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right:

Initials

7.1- I certify that I have attached copies of the written materials to be provided in the consumption area(s) to patrons at no cost that contain marijuana dosage and safety information for each type of marijuana or marijuana product to be sold for consumption at the marijuana consumption area.



# Form MJ-28b: Onsite Consumption Endorsement Operating Plan

## Section 8 – Employee monitoring

### Employee Monitoring (3AAC 306.370(c)(2))

Answer "Yes" or "No" to the following question:

Yes No

8.1 Will consumption by smoking or vaping be allowed?

If "Yes", describe the smoke-free area from which employees will monitor the marijuana consumption area:

Employees will monitor customers from an separate observation room setup for video surveillance. Ventilation in the consumption area will be separate from the retail store and employee monitoring area. Employees will monitor customers for over consumption and prohibited activities from the smoke free employee monitoring area primarily utilizing video surveillance which covers all areas of the consumption area as well as all entrances and exits.

## Section 9 – Declaration

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

GWENDOLYN MURDOCK  
Notary Public  
State of Alaska  
My Commission Expires Dec 26, 2022

Notary Public in and for the State of Alaska

Howard C. Hollister  
Printed name of licensee

My commission expires: DEC 26, 2022

Subscribed and sworn to before me this 9 day of May, 2022.



## Form MJ-28b: Onsite Consumption Endorsement Operating Plan

(Additional Space as Needed):

Comment:

Pakalolo Supply Company was actively involved in the campaign to legalize marijuana in Alaska. We worked closely with Director Franklin and the legislature on the rules, regulations, and framework for the new industry. We were the first licensee in the State of Alaska. Our retail store made the first legal sale to a consumer in the State. Our store has operated professionally for over 5 1/2 years with superior customer service, in full compliance with state regulations, and without any legal incidents of any kind.

We have always intended to operate an on-site consumption area, and were one of the five retail licenses originally issued with consumption areas included although on-site consumption was not allowed at that time. Pakalolo has won multiple awards as the best retail marijuana store in our community, and in the State of Alaska. A member of the Fairbanks City Council has stated publicly on separate official occasions that she considers our company the gold standard for legal marijuana companies in our community.

These comments are made to assure AMCO and the Marijuana Control Board that we will operate our on-site consumption facility with the same professionalism and compliance to regulation as we have our Retail Marijuana Store and our Standard Marijuana Cultivation Facility. We have planned this operation for over 6 years, and will set the standard again for how other facilities should operate.





**Pakalolo Supply Company**

Write a description for your map.

- Legend**
- 1851 Fox Ave
  - Pakalolo Supply Co

AMCO parcel # 114-2577

N64° 50' 48.48"

1851 Fox Ave

Pakalolo Supply Co

Google Earth

Image Landsat / Copernicus

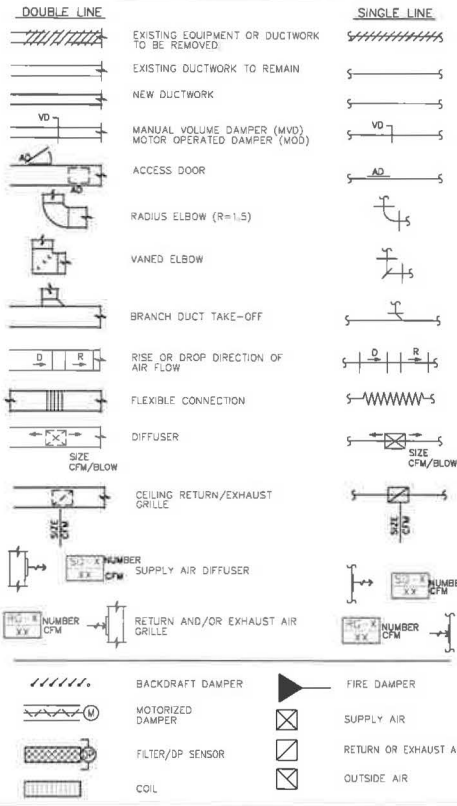




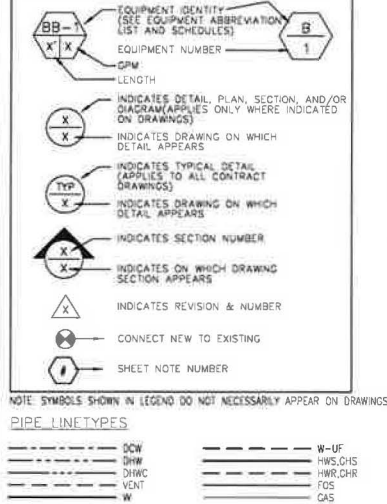




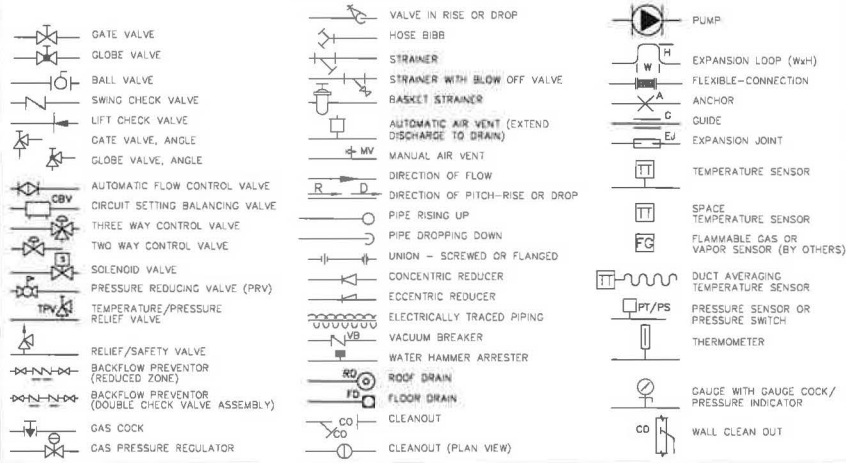
**DUCTWORK SYMBOLS**



**HVAC REFERENCE SYMBOLS**



**PIPING ELEMENTS/VALVING**



**AIR OUTLET SCHEDULE**

EOP TAG	USE	UNIT SIZE (IN)	NECK SIZE (IN)	MAX CFM	THROW (FT)	PATTERN	SP (IN WG)	NC	FINISH	BASIS OF DESIGN		
										MFR	MODEL	NOTES
RG-1	RETURN	36X14	36X14	3220	-	-	0.15	35	ALUM.	TITUS	50F	1
SD-2	SUPPLY	30X12	30X12	1832	-	STRAIGHT	0.08	34	ALUM.	TITUS	S30'FL	2

**NOTES**

- CEILING-MOUNTED.
- DUCT MOUNTED WITH AIRFLOW STRAIGHT DOWN.

**PLUMBING FIXTURE CONNECTION SCHEDULE**

EOP TAG	FIXTURE	TRAP	WASTE	VENT	CW	HW	BASIS OF DESIGN			NOTES
							MFR	MODEL		
FD-1	FLOOR DRAIN	2"	2"	1-1/2"	-	-	-	-	-	1
FS-1	FLOOR SINK	2"	2"	1-1/2"	-	-	CECO	12X12X6	-	2
SS-1	SCULLERY SINK	2"	2"	1-1/2"	1/2"	1/2"	-	-	-	3
HS-1	HAND SINK	1-1/2"	1-1/2"	1-1/4"	1/2"	1/2"	-	-	-	4
PS-1	PREP SINK	-	2"	-	1/2"	1/2"	-	-	-	5

**NOTES**

- COMMERCIAL IRON BODY 5" FLOOR DRAINS.
- PROVIDE GRID OR FUNNEL TO ENSURE MIN.1" AIR GAP.
- PROVIDE FISHER MODEL 13250 FAUCET WITH SPOUT LENGTH TO REACH ALL BOWLS WITH MINIMUM 3-INCH CLEAR.
- PROVIDE GRID DRAIN, LEVER HANDLE FAUCET WITH LIMIT STOP, THERMAL PIPE PROTECTION AND WALL SUPPORT.
- PROVIDE FAUCET WITH HAND SPRAYER HOSE, INDIRECT DRAIN TO FLOOR SINK.

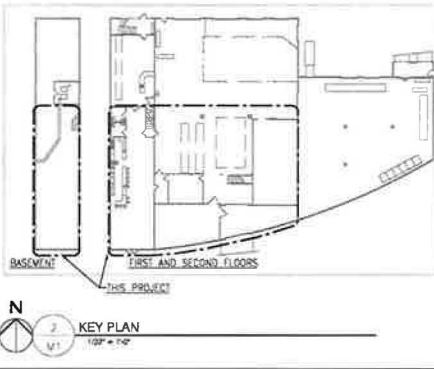
**VENTILATION DESIGN CRITERIA**

ROOM NUMBER	ROOM NAME	OCCUPANCY CLASSIFICATION	AREA (SF)	OCCUPANT DENSITY: #/1000SF	EXPECTED OCCUPANTS	OUTSIDE AIR				EXHAUST AIR			BASIS OF DESIGN	NOTES
						CFM/SF	CFM/PERSON	REQ'D (CFM)	ACTUAL (CFM)	CFM/SF	REQ'D (CFM)	ACTUAL (CFM)		
-	CONSUMPTION	SMOKING LOUNGE	868	70	61	0.00	60	3660	3050	-	3843	3203	2018 IMC CH 4	

**ABBREVIATIONS**

DCW	DOMESTIC COLD WATER
DHW	DOMESTIC HOT WATER
DHWC	DOMESTIC HOT WATER CIRC.
(E)	EXISTING
FOR	FUEL OIL RETURN
FOS	FUEL OIL SUPPLY
GHR	GLYCOL HEATING RETURN
GHS	GLYCOL HEATING SUPPLY
GLHE	GROUND LOOP HEAT EXCHANGER
HWR	HEATING WATER RETURN
HWS	HEATING WATER SUPPLY
THW	TEMPERED HOT WATER
UF	UNDER FLOOR
V	VENT
VTR	VENT THROUGH ROOF
W	WASTE

**NOTE: NOT ALL ABBREVIATIONS APPEAR ON DRAWINGS.**



**MECHANICAL DESIGN AND CONSULTING SERVICES**

**RUETER ENGINEERING**

1851 FOX AVENUE  
FAIRBANKS, ALASKA

P.O. BOX 8358, FAIRBANKS AK 99708

DATE	REVISION	BY

**PAKALOLO SUPPLY CO.**

**ON-SITE CONSUMPTION AREA**

1851 FOX AVENUE  
FAIRBANKS, ALASKA

**MECHANICAL KEY PLAN LEGEND AND SCHEDULES**

**M001**

HDR NO. NUMBER: 2113

SPECIFICATIONS

General
A. Contractor shall furnish and install all materials, equipment, and supervision necessary for a complete installation of the mechanical system as shown on the Drawings and as herein specified.
B. Contractor shall comply with local and state governing regulations and be responsible for obtaining and paying for all licenses and permits.
C. The mechanical work shall be in conformance with the State of Alaska Building and Mechanical Codes, and all local codes and regulations. Upon completion of the project, Contractor shall provide Owner with certificates of Department of Labor, State of Alaska, local office.
D. Contractor shall receive and store equipment upon delivery to ensure proper working condition. If equipment is damaged due to shipment, Contractor shall immediately take appropriate action to correct the situation at no additional cost to Owner.
E. Contractor shall submit electronic copies of product data, certificates, and warranties to Owner within 30 days of notice to proceed. Provide Submittals for equipment shown in the equipment schedules on the Drawings.
F. Contractor shall install equipment in accordance with manufacturer's instructions and recommendations, and shall notify Engineer immediately when there are conflicts with the Drawings.
G. Contractor shall provide a one-year warranty on all materials and workmanship.
Electrical Wiring
A. Electrical wiring, including distribution panels, cabinets, supports, feeders, circuit wiring, motor disconnects, and related items; and electrical connections to equipment, fixtures, and devices shall be provided by the Electrical Contractor unless specifically called for by the Mechanical Contractor.
B. Electrical Contractor shall furnish and install all wiring and conduit to and from the equipment that is provided by the Mechanical Contractor.
C. All electrical wiring provided as part of the mechanical equipment shall meet the requirements of the current edition of the NEC.
Mechanical Work Close-out
A. Do not proceed with the transfer of the mechanical system to the Owner for operation until guarantees, warranties, performance certificates, maintenance agreements, and similar commitments to be signed by the Contractor and others have been executed and transmitted to the Owner.
B. After complete installation of equipment and before any test runs are carried out, Contractor shall lubricate equipment in accordance with the manufacturer's instructions and change oil filters. Contractor shall provide one extra change of filters to the Owner.
C. After cleaning of the construction area is complete, the Contractor shall thoroughly clean all equipment to remove construction dust and oil. Repair scratches or marks using paint from the manufacturer to match the equipment.
D. Contractor shall operate the entire installation for at least one week or for a period of time the Engineer deems necessary to ensure correct operation. During this time, Contractor shall instruct Owner or his representative in the operation and maintenance of the mechanical systems.
E. Contractor shall provide operating instructions, repair parts list, equipment manuals and automatic control diagrams to the Owner.
F. During the first year of operation, make two complete inspections of all mechanical systems, making any adjustments required, and provide a report to Owner describing actions taken.
Submittals
A. Mechanical equipment shall be as scheduled on Drawings, or an accepted equal meeting the schedule specifications.
B. Install equipment to allow minimum possible clearances unless specific mounting heights are indicated.
C. Install equipment level and plumb, parallel and perpendicular to main building systems and components, unless otherwise indicated.
D. Install mechanical equipment in locations secure, maintenance, and repair or replacement of components. Connect equipment for ease of disconnection with minimum interference to other installations. (Extend gross fittings to accessible locations).
E. Install equipment to allow right of way for piping installed at required slope.
Insulation - General
A. Mastics, sealants, and adhesives shall be UL listed. Insulation shall have composite flame hazard classification not exceeding Flame Spread 25, Smoke Developed 50, and Fuel Contributed 50 when tested in accordance with procedures of UL Standard 723, and shall meet requirements of ASTM-B4 and NFA 725.
B. Insulation shall not be applied until all services are free of dirt, rust, grease, frost, moisture and other impurities.
C. Install insulation continuously through walls and partitions. Seal penetrations. Comply with architect's accepted through-penetration fire stop systems when walls or partitions are fire-rated.

D. For below-ambient service, install a continuous unbroken vapor barrier. Seal longitudinal seams, end joints, and protrusions with a water based vapor-barrier mastic and joint sealant, suitable for indoor and outdoor use on below ambient services.
Duct and Equipment Insulation
A. Outside air intake duct work from the intake to the air handling unit or to the first control damper, and the last 10 feet of exhaust air duct work before the air outlet, shall be insulated with 1 1/2"-min. thick mineral fiber board or mineral fiber pipe and tank insulation with factory-applied ASJ. Nominal ductwork shall be 2 1/2" x 1 1/2" or more. Thermal conductivity (k value) at 100 deg. F shall be 0.29 Btu x in./ft<sup>2</sup> x deg. F or less.
B. Insulation shall be applied to the cover of exterior surfaces of ductwork and sealed tightly to prevent leakage. Secure with insulation pins and Mineral-Fiber Adhesive. Comply with MIL-A-3316C, Class 2, Grade A.
C. Insulation for rectangular ducts shall be Mineral-Fiber Board insulation. Comply with ASTM C 612, Type IA or Type IB.
D. Insulation for round ducts shall be Mineral-Fiber Pipe and Tank insulation. Comply with ASTM C 1393, Type II or Type IIA Category 2, or with practices similar to ASTM C 612, Type B.
E. Equipment insulation shall be as in Items C or D, above according to the shape of the equipment.
1. Insulate equipment 1/8" as noted on the Drawings.
Pipe Insulation
A. Pipe insulation for cooler-than ambient service shall be flexible elastomeric Closed-cell, sponge or expanded rubber materials. Comply with ASTM C 534, Type I for tubular materials and Type II for sheet materials. Adhesive: Comply with MIL-A-241/9A, Type II, Class IA. Pipe insulation for warmer-than-ambient service shall be Mineral-Fiber, Prefabricated Pipe Insulation. Comply with ASTM C 547, Type I, Grade A, with factory applied ASJ. Cover fitting insulation with one-piece PVC covers.
B. NPS 1 and smaller insulation shall be 1/2" inch thick.
C. NPS 1 1/4 to 2" insulation shall be 1 inch thick.
D. NPS 2-1/2 and larger insulation shall be 1 1/2 inches thick.
E. Pressure test piping before installing insulation.
Pipe Supports and Spacing, Restraints
A. Hanger and Pipe Attachments: factory fabricated with galvanized coatings, nonmetallic contact for hangers in direct contact with copper tubing.
B. Install hangers and supports to allow controlled thermal and seismic movement of piping systems.
C. Install power actuated fasteners and mechanical expansion anchors in concrete after concrete is cured. Do not use in lightweight concrete or in slabs less than 4 inches thick.
D. Load Distributors: install hangers and supports so piping live and dead loading and stresses from movement will not be transmitted to connected equipment.
Pipe and Fittings - General
A. Install piping free of kinks and bends.
B. Install fittings for changes in direction and branch connections.
C. Install sleeves for pipes passing through concrete and masonry walls, gypsum board partitions, and concrete floor and roof slabs.
D. Comply with architect's requirements for sealing pipe penetrations in fire-rated construction.
E. Install unions at final connection to each piece of equipment.
1. Install electric coupling and rope fittings to connect piping materials of dissimilar metals in water piping.
General Duty Valves
A. Valve Sizes: Same as upstream piping unless otherwise indicated.
B. NPS Compliant: NSF 61 for valve interiors for potable-water service.
C. Valves in insulated piping: With 2" inner stem extensions.
D. End Connections: Threads shall comply with ANSI B1.20.1. Flanges shall comply with ANSI B16.1 for cast-iron valves and with ANSI B15.24 for bronze valves. Solder joint connections shall comply with ANSI B16.1B.
E. Two-Piece, Copper-Alloy Ball Valves: Bronze body with full port, chrome plated bronze ball, 21FL or FFE stems, and 600-psi minimum CWP rating and blowout proof stem.
F. Bronze, Swing Check Valves: Class 125, bronze body with nonmetallic disc and seal.
G. Use ball valves for shut-off and throttling duty.
H. Locate valves for easy access and provide separate support where necessary.
I. Install valves for open fixture and stem at equipment.
J. Install three valve bypass around each pressure-reducing valve using ball-bushing-type valves.
K. Install valves in horizontal piping with stem at or above center of pipe.
L. Install valves in a position to allow full stem movement.
M. Install check valves for proper direction of flow in horizontal position with hinge on level.

Domestic Water Piping Specialties
A. Pipe-Aspects: Atmospheric Vacuum Breakers: ASSE 1001, with floating disc and atmospheric vents.
B. Hose Connection Vacuum Breakers: ASSE 1011, rough bronze, with nonmetallic and manual drain features and garden hose threaded connection.
C. Double-Check Assembly Backflow Preventers: ASSE 1013.
D. Water Regulators: ASSE 1023.
E. Backflow Valves: MSS SP-110 for two-piece, copper alloy ball valves, with memory stop.
F. Invertomatic Mixing Valves: Manually adjustable, bronze body, include check stop and union on hot and cold water supply inlets.
G. Water Hammer Arrestor: Bellows or piston type with pressurized cushioning chamber.
H. Strainers: Y-pattern, bronze body, 125-psi minimum steam working pressure.
I. Water Filters: Cartridge type, including housing, fittings, filter cartridges, and cartridge end caps.
Heating and Domestic Water, Condensate and Safety Relief Valve Piping - Joints and Solder
A. Joining Materials: Use ASTM B 813, water lubricated, lead-free flux; ASTM B 37, lead free-alloy solder.
B. Fittings: ASME B16.27 wrought-copper, solder-joint fittings.
C. Aboveground: rigid Copper tubing: ASTM B 88, Type I, water tube, drawn laps, or PEK plastic as specified below and NSF 61 approved (DOW, DHW only).
D. Copper unions: Cast-copper-alloy, hexagonal stock body, with soft-lead-solder, metal to metal seating surfaces and solder-joint or increased ends.
E. Underground: Soft Copper tubing: ASTM B 88, Type K, water tube, annealed tubing.
F. Underground: PEX: ASIM pipe: ASIM D 2233, SDR No. 5.3, 7, or 9; with PE composite number required to give pressure rating not less than 160 psig. Male PE fittings: ASIM D 3350, PE resin, socket- or butt-fusion type, made to match PE pipe dimensions and class.
Sanitary Waste and Vent Piping
A. Minimum Pressure Requirement for Soil, Waste, and Vent: 10-foot head of water.
B. Comply with NSF 14, "Plastic Piping Components and Related Materials," for plastic piping components.
C. PVC Plastic, DWV Pipe and Fittings: ASIM D 2665, Schedule 40, plain ends with PVC socket type, DWV end fittings.
D. Wave changes in direction for soil and waste drainage and vent piping using appropriate brackets, bends, and long sweep bends. Sanitary tees and short sweep 1/4 bends may be used on vertical stacks if change in direction of flow is from horizontal to vertical. Use long-turn, double Y-crotch and 1/8-bend fittings if 2 fixtures are installed back to back or side by side with common trap pipe. Straight tees, elbows, and crosses may be used on vent lines. Do not change direction of flow more than 90 degrees. Use proper size of sweeping increases and reducers if sizes of different sizes are connected. Reducing size of drainage piping in direction of flow is prohibited.
E. Lined curved drainage piping beginning at low point of each system. Install line to grades and alignment indicated, with unbroken continuity of invert. Place end ends of piping upstream. Install required gaskets according to manufacturer's written instructions for use of lubricants, cements, and other installation requirements. Monitor sweep in piping and pull back each joint as completed.
1. Install soil and waste drainage and vent piping at the following minimum slopes, unless otherwise indicated:
a. Sanitary Sanitary Drain: 2 percent downward in direction of flow for piping NPS 3 and smaller; 1 percent downward in direction of flow for piping NPS 4 and larger.
b. Horizontal Sanitary Drainage Piping: 2 percent downward in direction of flow.
c. Vent Piping: 1 percent down toward vertical fixture vent or toward vent stack.
2. Install PVC soil and waste drainage and vent piping according to ASTM D 2266.
3. Install underground PVC soil and waste drainage piping according to ASTM D 2321.
4. Do not enclose cover, or pull piping into operation until it is inspected and approved by authorities having jurisdiction.
Duct Work
A. Galvanized Steel Sheet: ASTM A 653/A 653M, with G90 hot-dip galvanized coating, except as described below for hazardous exhaust.
B. Joint and Seam Tape, and Sealant: Comply with UL 187A.
C. Rectangular Metal Duct Fabrication: Comply with SMACNA's HVAC

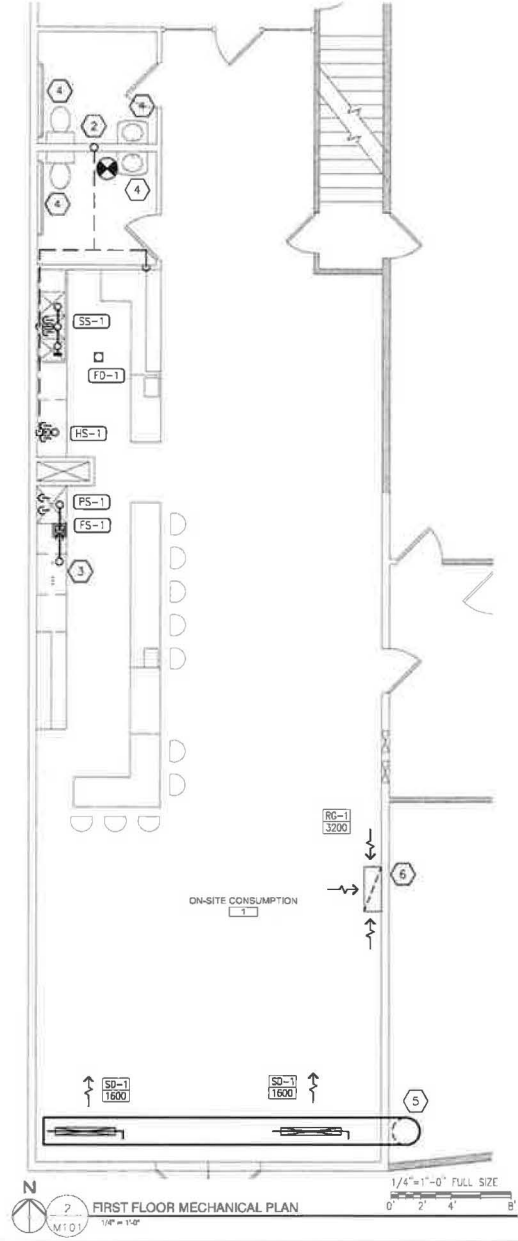
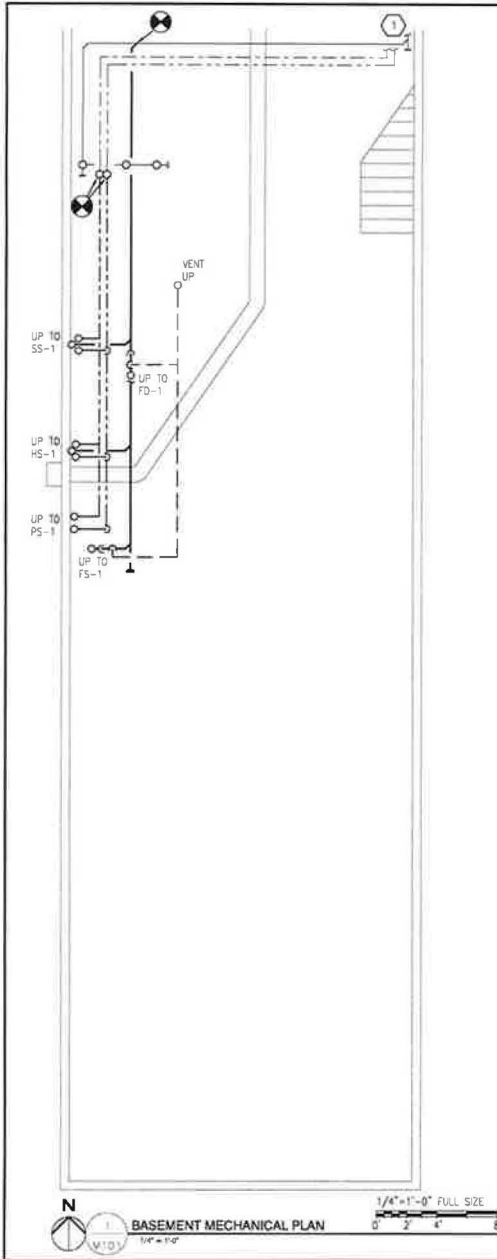
Duct Construction Standards - Metal and Flexible.
1. Seal ducts to the following dust classes according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible":
J. Conditioned Space, Supply Air Ducts in Pressure Classes 2-inch wg and Lower: Seal Class C.
K. Conditioned Space, Exhaust Ducts: Seal Class B.
L. Conditioned Space, Return Air Ducts: Seal Class C.
M. Air duct passing through electrical equipment spaces and enclosures.
N. Support ducts to comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Ch. 4, "Hangers and Supports".
P. Install duct accessories according to applicable details in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" for metal ducts and in NAIMA AH-116, "Tolerous Class Duct Construction Standards," for fibrous-glass ducts.
Q. Clean new and existing duct system(s) before testing, adjusting, and balancing.
R. Flexible Connectors: Flame-retarded or noncombustible fabrics, coatings, and adhesives complying with UL 181, Class I.
Controls
A. Line voltage wiring through starters and safety switches to equipment shall be provided by the Electrical Contractor. All remaining electrical work including low-voltage wiring and/or accessories required for the complete system shall be furnished by the Mechanical Contractor.
B. Thermostats shall be mounted 5" 0" above finished floor and where shown on Drawings. Thermostats shall include locking covers.
C. Controls shall perform according to their Sequence of Operations:
1. Boiler: B-1, -2 (existing) Hot Water Reset to maintain OHS temp set point, initially set to 160 deg. Open to provide OAI reset function. Circulating pump CP-1, furnished with the boiler package, is an water there is a call for heat. No charge extracted to existing sequence.
2. HC-1 and PHC-1: HRV-1 package Controller (Johnson Penn System 450 or similar) located in Meen Room adjacent to HRV-1 modulates CP-2, to maintain an exhaust air temperature above freezing, and CP-3 to maintain a space temperature set point. User sets the space temperature (adjustable from 50 deg. to 70 deg.) of the controller. Coils are connected primary/secondary with hottest OHS serving HC-1.
3. HRV-1: User sets the occupancy schedule for HRV-1 at a remote control panel located in the Meen Room. It shall also be possible to override the programmed schedule when necessary. When scheduled or manually overridden, the outside air and exhaust air dampers open. HRV-1 supply and exhaust fans then turn on at the minimum static airflow available, (1000 cfm, adjustable) or as determined during commissioning. The HRV supply fan speed shall increase as necessary to satisfy the space CO2 set point (300 ppm, adjustable) as measured by a return duct CO2 sensor. The return fan modulates together with the supply fan. Package HRV control also opens a bypass damper to bypass the plate heat exchanger when outside air temperature is above 50 deg., adjustable. During unoccupied periods, HRV-1 operates in recirculation mode at minimum speed, and modulates with 1 pump CP-2, described above, to satisfy space temperature set point.
4. Existing label room exhaust: User sets the occupancy schedule for HRV-1 via ASIRAE recommends 24/1 operation for label room ventilation, and providing lids for water closets with sensor directing the user to close the lid before flushing.
4.1. If an HRV is used when scheduled, the HRV is 1 operates in recirculation mode at minimum speed, and modulates with 1 pump CP-2, described above, to satisfy space temperature set point.
Testing, Adjusting, and Balancing
A. Test and balance air volumes delivered through each air inlet and outlet. Testing shall be done with approved, properly calibrated testing devices. Balance and adjust the air distribution systems to provide air flows as shown on Drawings.
B. Measure and record correct fluid flows at coil and manifold MFC's.
C. Performance of this work shall be in accordance with the recommendations, procedures and standards as described in the Manual for Balancing and Adjustment of Air Distribution Systems, latest edition, published by SMACNA. Report shall be made on the recommended SMACNA forms. A copy of the testing and balancing report shall be submitted to the Owner for approval.



MECHANICAL DESIGN AND CONSULTING SERVICES
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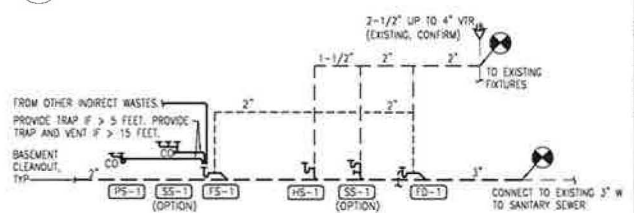
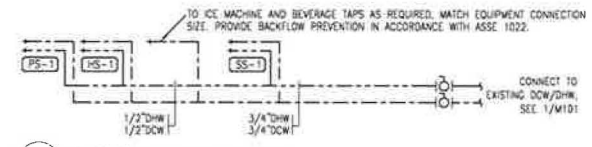
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PROJECT: PAKALOLO SUPPLY CO. ON-SITE CONSUMPTION AREA
SHEET CONTENTS: MECHANICAL SPECIFICATIONS
DATE: 04/28/2022
SHEET NUMBER: M002
HRB W.D. NUMBER: 2113

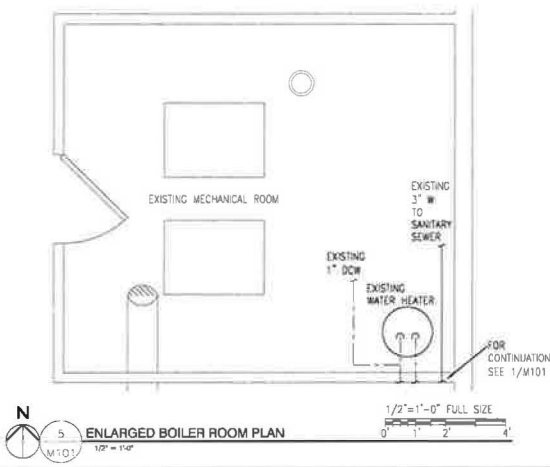


- GENERAL NOTES**
- FOR PLUMBING PIPE SIZES SEE RISER DIAGRAMS THIS SHEET.
  - COORD W OWNER FOR USE OF EACH SINK. FOR PREP SINK IN CONTACT WITH FOOD PROVIDE INDIRECT WASTE PER 2018 UPC 801.2.3. FOR SCULLERY SINK PROVIDE ADJACENT FLOOR DRAIN PER 2018 UPC 704.3.
  - USE ROUND DUCT SIZES SHOWN OR EQUIVALENT FREE AREA RECTANGULAR DUCT
  - NOT ALL DUCT TRANSITIONS AND OFFSETS ARE SHOWN FIELD VERIFY ROUTING.

- SHEET NOTES**
- EXISTING PLUMBING TO MECHANICAL ROOM.
  - CONNECT NEW 2" VENT TO EXISTING VTR. FIELD VERIFY VTR SIZE IS ADEQUATE FOR NEW FIXTURE COUNT
  - TAP AREA AND ICE MACHINE DCW SUPPLY AND W TO FS-1, SEE 3/M201.
  - EXISTING PLUMBING FIXTURE TO REMAIN.
  - 22" Ø UP, FOR CONTINUATION SEE SHEET M102
  - 36X14 EXHAUST DUCT UP, FOR CONTINUATION SEE SHEET M102.



NOTE: 1. REFER TO PLUMBING FIXTURE CONNECTION SCHEDULE FOR PIPE SIZES TO FIXTURES.  
2. SS-1 WASTE INDIRECT TO FS-1 IF CONTACT WITH FOOD IS POSSIBLE, IF SCULLERY ONLY, PROVIDE DOWNSTREAM FD-1 AND WASTE ACCORDING TO 2018 UPC 704.3.



MECHANICAL DESIGN AND CONSULTING SERVICES

**RUETTER ENGINEERING**  
Ruetter@ruetter.com  
907.374.1808

P.O. BOX 83385 FAIRBANKS AK 99708

SYMB	DATE	REVISION	BY

PROJECT:

**PAKALOLO SUPPLY CO.**  
**ON-SITE CONSUMPTION AREA**  
1851 FOX AVENUE  
FAIRBANKS, ALASKA

SHEET CONTENTS:

**MECHANICAL PLANS**

DRAWN	HBR
CHECKED	HBR
DATE	04/28/2022

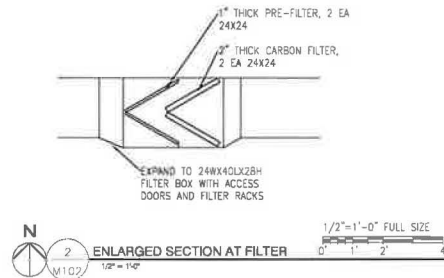
SHEET NUMBER

**M101**

HBR W.D. NUMBER 2113



#M102 revised 5/18/2022



- GENERAL NOTES**
1. USE ROUND DUCT SIZES SHOWN OR EQUIVALENT FREE AREA RECTANGULAR DUCT.
  2. NOT ALL DUCT TRANSITIONS AND OFFSETS ARE SHOWN. FIELD VERIFY ROUTING.
- SHEET NOTES**
1. FILTER SECTION WITH PRE-FILTERS CAMFIL FARR 30/30, AND CITSORB CARBON FILTERS (OR ACCEPTED EQUAL FILTERS) DETAIL THIS SHEET.
  2. VOLUME DAMPERS WITH KNOB OR LEVER FOR MANUAL ADJUSTMENT/SELECTION OF MAKEUP AIR SOURCE.
  3. EXISTING EXHAUST FAN, APPROX 3800 CFM, FIELD VERIFY AIR FLOW DURING COMMISSIONING.
  4. EXISTING AIR INTAKE MANIFOLD, FIELD VERIFY DIMENSIONS.
  5. TRANSITION TO EXISTING FAN INLET.
  6. 36X14 DOWN TO RC-1, FOR CONTINUATION SEE SHEET M101.
  7. 22" Ø DOWN TO LOUNGE AREA CEILING, FOR CONTINUATION SEE SHEET M101
  8. EXISTING WALL VENT TO REMAIN.



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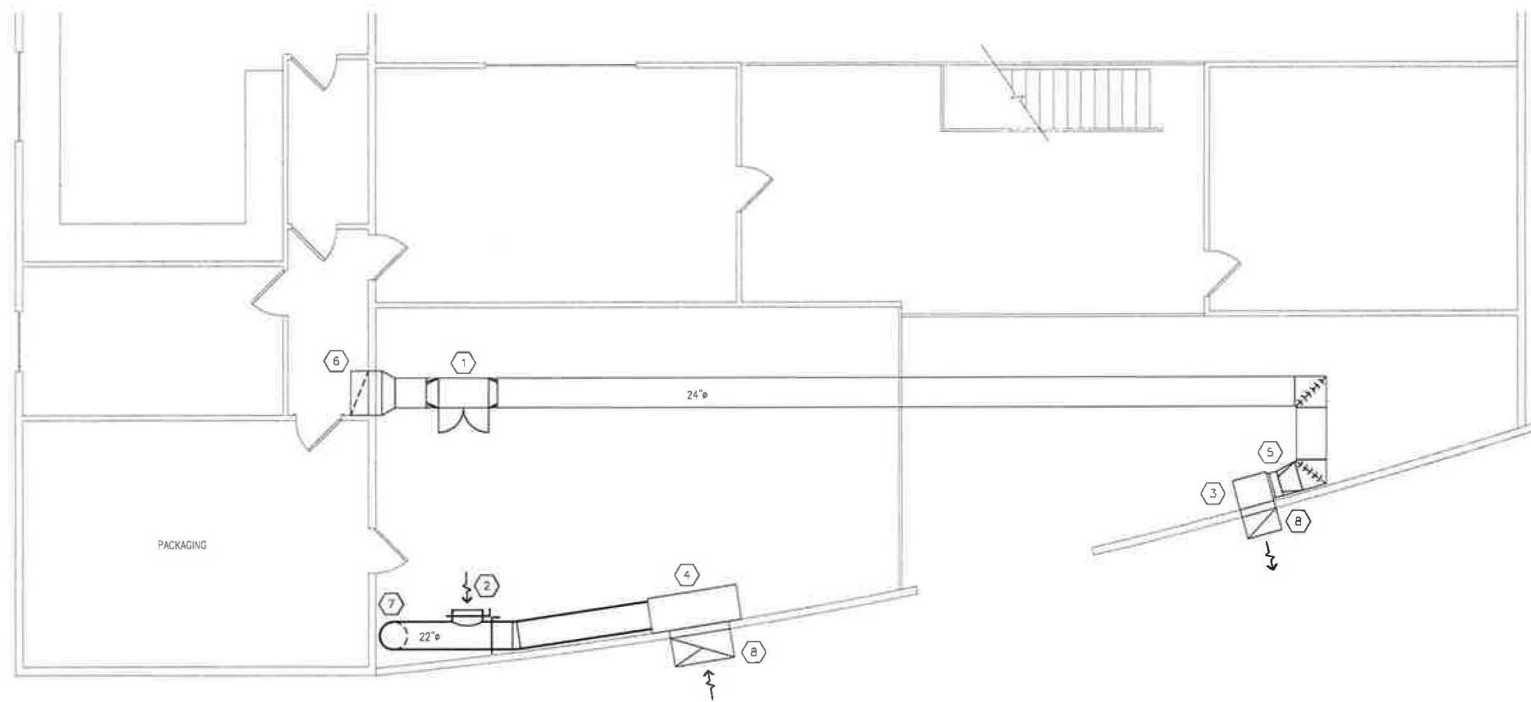
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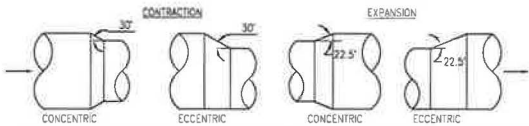
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**PAKALOLO SUPPLY CO.**  
**ON-SITE CONSUMPTION AREA**  
 1851 FOX AVENUE  
 FAIRBANKS, ALASKA

SHEET CONTENTS:  
**MECHANICAL PLANS**

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CHECKED	HBR
DATE	04/28/2022

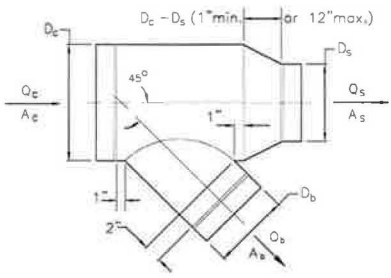
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 HBR W.G. NUMBER 2113



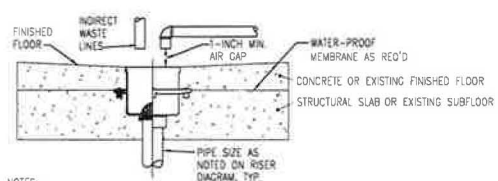


NOTE: PROVIDE SAME MAX ANGLES OF CONTRACTION AND EXPANSION FOR ROUND-TO-RECTANGULAR TRANSITIONS

5  
M201  
**DETAIL: DUCT BRANCH**  
SCALE: NONE

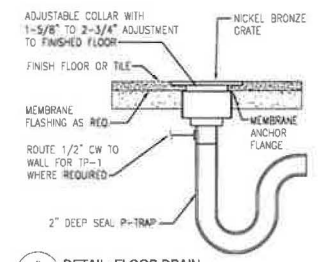


6  
M201  
**DETAIL: DUCT BRANCH**  
SCALE: NONE

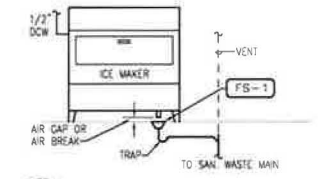


NOTES:  
1. INDIRECT WASTE PIPING EXCEEDING 5 FEET IN LENGTH SHALL BE TRAPPED. DEVELOPED LENGTH SHALL NOT EXCEED 15 FEET  
2. TRAP AND VENT SIMILAR TO FLOOR DRAIN.

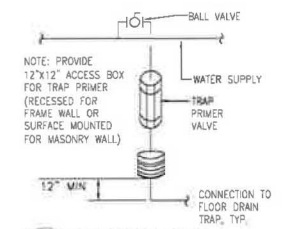
1  
M201  
**DETAIL: FLOOR SINK**  
SCALE: NONE



2  
M201  
**DETAIL: FLOOR DRAIN**  
SCALE: NONE



3  
M201  
**DETAIL: ICE MACHINE INDIRECT WASTE**  
SCALE: NONE



4  
M201  
**DETAIL: TRAP PRIMER**  
SCALE: NONE



MECHANICAL DESIGN AND CONSULTING SERVICES  
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**ROBERT RUSTER ENGINEERING**  
 robert@ruster.com  
 P.O. BOX 83285 FAIRBANKS AK 99708

SYMB	DATE	REVISION	BY

PROJECT:  
**PAKALOLO SUPPLY CO.**  
**ON-SITE CONSUMPTION AREA**  
 1881 FOX AVENUE  
 FAIRBANKS, ALASKA

SHEET COMMENTS:  
**MECHANICAL DETAILS**

DRAWN	HBR
CHECKED	HBR
DATE	04/28/2022

SHEET NUMBER  
**M201**

**REQUIRED STATE OF ALASKA**  
**MARIJUANA WARNINGS:**

**3 AAC 306.365**

- 1. Consumption of marijuana in public is prohibited by law.**
- 2. Transportation or carriage of marijuana or marijuana products on Alaska waterways, including cruise ships, or by air carrier is prohibited by federal law.**
- 3. Transportation or shipment of marijuana or marijuana products outside the State of Alaska is prohibited by federal law.**
- 4. Providing marijuana to persons under 21 years of age is prohibited by law.**



## **CONSUMPTION LOUNGE POLICIES**

**No one under the age of 21 is allowed on the premises in the Retail Store or Lounge.**

**No Cannabis or Cannabis products may be brought onto the premises from outside.**

**Only Cannabis purchased in the Lounge may be consumed on the premises, and only in the Lounge area.**

**No Cannabis purchases from the Retail Store may be taken into the consumption area. Staff will be happy to hold purchases in the store until the customer is ready to exit.**

**Customer purchases in the Lounge for on-site consumption are limited per day to the following amounts:**

- **1 Gram of Cannabis Flower.**
- **25 MG of Cannabis Edibles.**
- **.3 Grams of Cannabis Concentrate contained in a vaping device.**

**Customers may not remove unconsumed Cannabis products from the consumption area unless it is packaged by a Pakalolo employee in accordance to State of Alaska regulations. Any Cannabis products left behind, or discarded, will be disposed of in accordance to regulation.**

**On-site consumption must be done responsibly. Please ask your budtender if you need assistance with calling for a cab or rideshare.**

**Over consumption of cannabis, or being intoxicated, is not permitted. You may be asked to leave and assisted with calling for a cab or rideshare.**

**Consuming edibles may take 1 to 2 hours to feel the effects, and can last for several hours. Follow the advice to start low and go slow.**

**Consumption by inhalation delivers cannabinoids to your system quickly, and effects are felt within a few minutes.**



# Marijuana is legal in Alaska. Here are some things you need to know.



**If you're under 21,  
it's illegal to use or  
possess marijuana.**

**Who is allowed to use marijuana?**

Anyone age 21 and older can legally possess or consume marijuana. It is illegal to give marijuana to anyone under the age of 21, unless they have a valid medical marijuana card.



**Marijuana can affect  
people differently.**

**Know your limits.**

Marijuana affects everyone differently based on things like on body type and history of use.



**Higher than you  
might think.**

**Careful. It can sneak up on you.**

These aren't your grandma's brownies — THC levels can be much, much higher in today's marijuana products. And the effects of marijuana can be significantly delayed, particularly with edibles.



**You can't drive  
impaired. Driving  
high is a DUI.**

**Don't consume and drive.**

Driving while impaired is illegal. It doesn't matter what substance you are using. If you are not sure whether you are impaired, do not drive.



**Do not use if you  
are pregnant or  
breastfeeding.**

**Marijuana poses a potential risk to the baby.**

Steer clear if you are pregnant or nursing. Marijuana may be harmful to developing brains. Smoking marijuana or consuming edible cannabis products can expose your baby to potentially harmful substances.



**Stash it safely  
away from kids  
and pets.**

**Lock it up.**

If you have young children or teenagers at home, store your marijuana in a child-resistant container and make it inaccessible to them.

If children accidentally eat or drink marijuana, it can make them very sick. If you suspect your child has consumed marijuana call the poison control hotline at 1-800-222-1222. If someone has a severe reaction after consuming marijuana, call 911 or go to an emergency room right away.



To learn more visit [www.marijuana.dhss.alaska.gov](http://www.marijuana.dhss.alaska.gov)

AMCC received 5/14/2022

# Be Careful With Marijuana Edibles.

## **Marijuana edibles are**

foods and drinks that are made with marijuana or marijuana oils. These can be made at home, like pot brownies, but producers can make and sell edibles in many forms:

- gummy candies
- chocolate
- sodas and juices
- cookies and other treats

## **Start low...**

- Start with a single serving of 10 milligrams (mg) of THC or even less. THC is the chemical in marijuana that makes a person high.
- Check the label and know how many servings are in the package.

## **And go slow.**

- You may feel fine for several hours after consuming a marijuana edible, and then suddenly feel very high.
- Don't eat or drink more of a marijuana product until you have waited at least 2-4 hours.

## **First time using? Be cautious.**

- Eating too much of a marijuana edible too soon may lead to unwanted effects.
- The effects of marijuana will vary person to person, and from one marijuana edible product to another.



For more information visit  
**[marijuana.dhss.alaska.gov](http://marijuana.dhss.alaska.gov)**



**Alaska Marijuana Control Board**  
**Form MJ-14: Licensed Premises Diagram Change**

**What is this form?**

This licensed premises diagram change form is required for all marijuana establishment licensees seeking to alter the functional floor plan or reduce or expand the area of the establishment's existing licensed premises.

The required \$250 change fee may be made by check, cashier's check, or money order.

This form must be completed and submitted to AMCO's main office prior to altering the existing floor plan, and along with an initiated application for an Onsite Consumption Endorsement if applicable. The licensed premises may not be altered unless and until the application has been approved by the board.

**Section 1 – Establishment Information**

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

Licensee:	Pakalolo Supply Company, Inc.	MJ License #:	10131		
License Type:	Retail Marijuana Store				
Doing Business As:	Pakalolo Supply Company				
Premises Address:	1851 Fox Avenue				
City:	Fairbanks	State:	Alaska	ZIP:	99701

**Section 2 – Required Information**

For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices.

The following details must be included: See Attached Diagrams PSC #1 - 6, as indicated, for specific details.  
 Index and Checklist Diagrams PSC #1 - 6 are pages 12 - 17 of this form.

- License number and DBA All Diagrams
- Legend or key PSC #2 - 5
- Color coding PSC #4, #5
- Dimensions PSC #1 - 5
- Labels All Diagrams
- True north arrow PSC #1, #4
- Surveillance room PSC #3
- Licensed premises boundary PSC #2 - 5
- Restricted access areas PSC #3 - 5
- Storage areas PSC #2, #4, #5 - Labeled 'Inventory'
- Entrances, exits, and windows PSC #2 - 5
- Walls, partitions, and counters PSC #2 - 6
- Any other areas that must be labeled for specific license types PSC #2 - 5
- Serving area\*\* PSC #2 - 5 - Labeled 'Lounge'
- Employee monitoring area\*\* PSC #2 - 5 - Labeled 'Observation'
- Ventilation exhaust points, if applicable\*\* PSC #3, #5

Items marked with a double asterisks (\*\*) are only required for those retail marijuana establishments that are submitting the MJ-14 form in conjunction with an onsite consumption endorsement application.



Alaska Marijuana Control Board

# Form MJ-14: Licensed Premises Diagram Change

## Section 3 – Summary of Changes

Provide a summary of the changes for which you are requesting approval.

See attached Addendum to Form MJ-14.

## Section 4 – Declarations

Read each statement below, and then sign your initials in the corresponding box to the right [if applicable]:

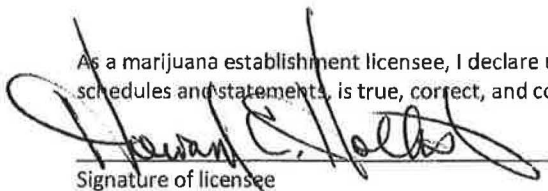
If a local building permit is required, I have attached a copy of it to this form.

The proposed changes conform to all applicable public health, fire, and safety laws.

I have included a title, lease or other documentation showing sole right of possession to the additional area(s) if the additional area(s) are not already part of my approved licensed premises.

Initials
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

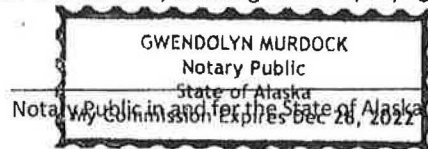
As a marijuana establishment licensee, I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.



Signature of licensee

Howard C. Hollister

Printed name of licensee



My commission expires: DEC. 28, 2022

Subscribed and sworn to before me this 9 day of May, 2022





AMCO received 5/14/2022

Alaska Marijuana Control Board

# Form MJ-14: Licensed Premises Diagram Change

## Section 5 – Approvals

Local Government Review is required to be completed before submission to the Alcohol and Marijuana Control Office.

Local Government Review (to be completed by an appropriate local government official):

The proposed changes shown on this form conform to all local restrictions and laws.

Yes  No  Pending

A local building permit is required for the proposed changes.

Yes  No

*[Signature]*  
Signature of local government official

CB-02-22-016659  
Building Permit #

5/6/22  
Date

CHRISTOPH FALKE  
Printed name of local government official

BUILDING PLANS EXAMINER  
Title

## Section 6 – AMCO Review

AMCO Review:

Signature of AMCO Enforcement Supervisor

Signature of Director

Approved  Disapproved

Printed name of AMCO Enforcement Supervisor

Printed name of Director

Date

AMCO Comments:

Addendum to Form MJ-14 Licensed Premises Diagram Change

Pakalolo Supply Company, Inc. / License #10131

Section 3 – Summary of Changes

This Form MJ-14 is being submitted in conjunction with a Form MJ-28b Onsite Consumption Marijuana Retail Endorsement Operating Plan Supplemental. The space to be used for our consumption area is the same as it was on our original Retail Marijuana Store application approved by the MCB in October, 2016. Pakalolo was one of the 5 original licenses to be approved with a consumption area included although no regulations for onsite were established for a number of years.

The following premise changes are being made:

\* The 1<sup>st</sup> floor area directly behind the retail store will be converted from material handling/storage space and employee breakroom to the consumption lounge. An existing wall and inventory storage room will be removed. A new service/sales counter for providing marijuana and marijuana products along with food and beverage items will be built.

\* New doors will replace those for entering the lounge from the store, and a new double door exterior emergency exit installed at the rear of the lounge on the south side of the Retail Store premises.

\* On 2/3/22 a MJ-14 was approved for our Cultivation license #10230 that in part vacated an area on the 1<sup>st</sup> floor to be added to our Retail License #10131. This area is now hereby added to the Retail licensed premises, and will be used as the Monitoring room and a new Inventory storage room for the Retail Store and Consumption Lounge. (See Diagrams)

\* The front arctic entry foyer to the building that provides access to the Retail Store as well as the 2 interior stairways that access the 2<sup>nd</sup> floor public spaces and offices are removed from the licensed premises and become public access non-licensed premises.

Attached are multiple diagrams to present all required information on one or more diagrams in an easy to locate system. An index and checklist is provided on page 1 of the MJ-14.

Attached is a copy of the City of Fairbanks Building Permit for this project.

Also attached is a copy of the proof of possession lease agreement with clear authority and right of possession to the space and additional area in the Use of the Premises section on page 4 of the lease.



800 Cushman Street  
Fairbanks, AK 99701  
Phone: (907) 459-6720  
Fax: (907) 459-6719

AMCO 1511/0000

# Permit

Permit No: **CB-02-22-016659**

Permit Type: Commercial Building Permit

Work Classification: Alteration

Project Name: 3672 Pakalolo Remodel

---

Issue Date: 2/23/2022 Expires: 08/23/2022

Project Address	Parcel	Subdivision
1851 Fox Av	44377	AK RR Chena Industrial

**Legal Description**  
Lot 10 Blk D Alaska Railroad

Owner Information	Owner Address	Phone	Cell Phone
Hollister Enterprises LLC	3264 Riverview Dr., Fairbanks, AK	(907) 322-9575	

Contractor(s)	Phone	Contractor Type

**Required Inspections:**  
For Inspections call: 1 (907) 459-6720

**Special Conditions / Details**  
Level 2 Alteration, Cafe/Lounge, (113) Bldg. Occupant Load

**Valuation:** **\$30,000.00**  
**Total Sq Feet:** **1,640**

Fees Due	Amount
Fire Review & Inspection Fee	\$83.00
Building Permit Fee (Auto)	\$315.00
Permit Issuance Fee	\$35.00
Plan Check Fee	\$237.00
<b>Total:</b>	<b>\$670.00</b>

Total	Amt Paid	Amt Due
\$670.00	\$0.00	<b>\$670.00</b>

- Inspection**
- Building Ceiling Grid Inspection
  - Building Final Inspection (Commercial)
  - Building Framing Inspection (Metal Stud)
  - Building Sheetrock Inspection
  - Fire Inspection

Approved By: C Falke  
  
Fast Track: No

Proposed Use: Cultivation, Retail and Lounge/Cafe  
Scope of Work: Add on-site consumption Lounge/Cafe  
Conditions: 2018 IEBC, IBC, IMC. Mechanical Permit for Ventilation. Coordinate Fire Suppression Systems w/FM

**Schedule Inspections 24hrs in Advance** **NOTICE** **Applicant Copy**

**SEPARATE PERMITS ARE REQUIRED FOR BUILDING, ELECTRICAL, AND PLUMBING WORK**  
THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS OR IF CONSTRUCTION OR WORK IS STOPPED AND NO INSPECTIONS ARE MADE FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

I HERBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY LAW REGULATING CONSTRUCTION, SETBACKS, EASEMENTS OR THE PERFORMANCE OF CONSTRUCTION. I AGREE THAT THE WORK WILL BE DESCRIBED ABOVE PER THE APPROVED PLANS, SPECIFICATIONS AND CONDITIONS FURTHER SET FORTH BY THE BUILDING DEPARTMENT. IT IS THE DUTY OF THE APPLICANT TO INSURE THAT THE WORK IS EXPOSED AND ACCESSIBLE UNTIL APPROVED BY THE BUILDING OFFICIAL AS SPECIFIED IN THE INTERNATIONAL BUILDING CODE.

Signature of Owner, Contractor, or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_ Print Name and Title (Owner and Contractor) \_\_\_\_\_

**WAREHOUSE / SHOP LEASE**

THIS AGREEMENT is entered into by and between:

Hollister Enterprises, LLC  
3264 Riverview Drive  
Fairbanks, AK 99709

Hereinafter referred to as "LANDLORD"; and

Pakalolo Supply Company, Inc.  
3264 Riverview Drive  
Fairbanks, AK 99709

Hereinafter referred to as "TENANT".

**WITNESSETH:**

Tenant hereby leases and rents from Landlord that certain portion of the Landlord's property as described below comprised of approximately 23,000 square feet of office, retail, basement and warehouse space under the terms and conditions herewith

**LOCATION OF PREMISES:**

**1851 Fox Avenue  
Fairbanks, AK 99701**

GPS Coordinates: 64.847111  
-147.752333

LEGAL ADDRESS: Lot 10, Block D, Alaska Railroad Chena Subdivision, F.M.

**TERM:**

The INITIAL TERM of this lease is mutually agreed upon for a five (5) year period commencing on the 1st day of June, 2019, and expiring on the 31<sup>st</sup> day of May 2024. The Lease shall have three (3) one year extension options at the amounts shown on the schedule of rent payments upon signed written agreement of the parties to the rents, terms, and conditions of the extension period.

**SECURITY DEPOSIT:**

Tenant shall deliver a security deposit in the amount of \$5,000.00 to Landlord with the signing of this agreement payable at lease signing. Said deposit will be returned to Tenant upon termination of occupancy, provided the premises are in the same condition as when received less reasonable wear and tear. Should Tenant fail in the performance of the conditions herein provided, Tenant agrees that Landlord may retain said deposit on account for any loss or damage hereunder.

Initials: 

RENT:

Base rental rates shall increase throughout the term of this lease. The lease schedule of rent payments shall be as follows:

Lease year 1	(6/1/19 - 5/31/20)	\$ _____ per month;
Lease year 2-5	(6/1/20 - 5/31/24)	\$ _____ per month;

Extension Options:

Lease year 6	(6/1/24 - 5/31/25)	\$ _____ per month;
Lease year 7-8	(6/1/25 - 5/31/27)	\$ _____ per month;

Tenant shall pay to Landlord the scheduled amount as rent for the premises together with such other sums as may be assessed by the Landlord under other provisions of this lease payable in monthly installments in advance, on the first (1st) day of each and every calendar month during the term of the lease. The first installment in the amount of \$ \_\_\_\_\_ shall be due and payable upon signing of this lease.

All rents and other sums due thereafter shall be paid directly to the Landlord, or electronically transferred without discount or offset to an account to be determined and specified by written notice to the Tenant if the electronic transfer method is chosen by the Landlord. Rent not received and/or electronically deposited within ten (10) days of the date upon which it was due shall be in default, and shall bear a five percent (5%) late fee. Unpaid late fees shall be treated as rent for all purposes under this lease.

UTILITIES:

It is understood and agreed by both the Landlord and Tenant that Tenant accepts unit in "as is" condition, and that Tenant shall be solely responsible for all utilities unless noted.

MAINTENANCE:

It is understood and agreed by both Landlord and Tenant that Tenant shall be solely responsible for all maintenance of the leased premises including glass replacement, except for those items, which are Landlord's responsibility. Tenant promises to procure, maintain, and pay for all services necessary to maintain the leased premises in good repair, constant working order and in safe and sanitary condition; including but not limited to: electricity, heating systems and heating fuel, plumbing, water, septic, electrical and mechanical systems, and overhead doors. Landlord, at its cost and expenses, shall maintain in good condition and repair, structural portions and the roof of the leased premises and be responsible for the replacement of all mechanical systems thereof during the term of this Lease and any extension or renewal thereof.

SNOW REMOVAL:

It is understood and agreed by both Landlord and Tenant that Tenant shall be solely responsible for ground snow and roof snow removal.

TRASH REMOVAL:

It is understood and agreed by both Landlord and Tenant that Tenant shall be solely responsible for garbage/trash removal.

Initials: 

ALTERATIONS:

Tenant shall make no alterations to the building or premises, internal or external which would change the character or condition of the building, or premises without the written consent of the Landlord, to include heating or air conditioning system.

INSURANCE:

Tenant understands and agrees that Landlord does not provide or carry any liability or personal property insurance on the Tenant, Tenant's agents, nor their personal property.

Tenant further understands and agrees that Landlord and the owner shall in no manner whatsoever be held responsible or liable for any damage, injury, theft, loss, or harm of any kind occurring to Tenant, Tenant's agents, or personal property on the leased premises except for Landlord's negligence. Any insurance required to conduct the allowed use of premises activity of the Tenant, and any protection and insurance whether required by law or regulation shall be Tenant's sole responsibility to procure and maintain. Tenant shall obtain and keep in force during the term of this agreement a policy or policies of insurance covering personal injury and property damage, in the minimum amounts of One Million Dollars, (\$ 1,000,000.00) per person, and Two Million Dollars (\$ 2,000,000.00) per occurrence. The Landlord shall be named as an additional insured under each of those policies of insurance and copies of the insurance shall be delivered to Landlord. Landlord's insurance on the leased premises, if any, is for the sole benefit and protection of the Landlord.

DAMAGE BY FIRE OR OTHER CAUSES:

If the Demised Premises shall be partially (but less than substantially) damaged by fire, lightning, tempest, flood, earthquake, or explosion, unless caused by the negligence or deliberate act of Tenant, its agents, employees, or invitees, and if the damage may be reasonably repaired within sixty (60) days and the cost of repairs is less than \$250,000, then the damage shall be repaired with the insurance proceeds or by and at the expense of Tenant if there are insufficient insurance proceeds and the rent until such repairs shall be made shall be apportioned according to the part of the Demised Premises which is usable by Tenant. No penalty shall accrue for reasonable delay that may arise by reason of adjustment of insurance and for reasonable delay on account of "labor troubles" or any other cause beyond reasonable control. Repairs to alterations, additions, or improvements made by Tenant shall be performed by Tenant at its own expense in accordance with this Lease.

If the Demised Premises are totally or substantially damaged or are rendered wholly or substantially untenable by fire or any other cause, or if the estimated cost to repair the damages is greater than 50% of replacement cost, or the estimated time to repair is greater than sixty (60) days, and if Landlord shall decide not to restore or not to rebuild the same, Landlord may, within thirty (30) days after such fire or other hazard, notify Tenant of such decision, and thereupon the Term of this Lease shall expire by lapse of time upon the third day after such notice is given, and Tenant shall vacate the Demised Premises and surrender the same to Landlord, and if Tenant is not in default under this Lease, Tenant shall not be liable for rent accruing after the date of the occurrence of such damage. "Substantially damaged" shall be defined as damage that significantly impairs Tenant's business operations. If the damage is due to the fault or neglect of Tenant, the debris shall be removed by, and at the expense of, Tenant. In the event Landlord decides not to repair the Demised Premises all insurance proceeds for such loss shall belong and be paid to Landlord. If Landlord shall decide to repair, rebuild, and restore the Demised Premises and Landlord's repairs, rebuilding, and restorations are not complete within six (6) months of the fire or other hazard, Tenant may, at its option, terminate this Lease upon written notice given to Landlord no later than thirty (30) days before the expiration of the six (6) months for Landlord's work. Within thirty (30) days of Tenant's termination of this Lease, Tenant shall vacate the Demised Premises and surrender the same to Landlord, and Tenant shall not be liable for rent accruing after the date of the occurrence of the fire or other hazard.

Tenant shall give immediate notice to Landlord in case of fire or other damage to the Demised Premises.

No damages, compensation, or claims shall be payable by Landlord for inconvenience, loss of business, or annoyance arising from any repair or restoration of any portion of the Demised Premises.

ASSIGNMENT AND SUBLETTING:

Tenant shall not add, transfer or encumber this agreement or the property described in this agreement or permit occupancy of the property by any other person without the prior written consent of the Landlord, which consent shall not be unreasonably withheld or delayed. Landlord shall have the absolute right to refuse any proposed assignment or sublease if the proposed assignee or proposed sublease intends to change the character or the use of the premises, or if the financial condition of the proposed assignee or proposed Tenant is not as good or better than the financial condition of the Tenant at the commencement of this lease.

Nothing contained in this lease shall be interpreted to impair or affect in any way the right of the Landlord to assign, encumber or impair its rights under this lease to any person as security, to obtain financing, or for any other commercial purpose, provided only that the assignment does not materially impair the Landlord's covenant of quiet enjoyment to the Tenant.

USE OF THE PREMISES:

It is understood and agreed by the parties hereto that the herein described premises, unless excepted in writing by Landlord, is limited in use. The premises herein described will be used solely as storage and normal business activity related to cannabis cultivation, retail sales of cannabis and a cannabis on-site consumption lounge area. Any change in business or deviation will be considered a breach of the lease.

In the event of default by the Tenant, the Landlord agrees not to take possession of, or remove, marijuana from the premises, and that the State of Alaska Alcohol and Marijuana Office (AMCO) will be notified in the event that this is necessary.

Tenant agrees to conduct its business so as not to constitute a nuisance and to observe all rules, regulations, and all laws and ordinances applicable to the use and occupancy of the premises. Tenant agrees not to store dead vehicles on the site at any time during the term of this lease. Failure to abide by this agreement shall constitute grounds for eviction.

HAZARDOUS SUBSTANCES:

It is understood and agreed to by Landlord and Tenant that all hazardous substances, including motor oil, shall be disposed of by Tenant in an environmentally approved manner. Any hazardous substances, including motor oil, spilled on the gravel pad, floor or ground must be cleaned up immediately by the Tenant. Repeated infractions, and/or failure to clean up spillage shall be cause for immediate eviction. Tenant agrees by execution of this document to bear all costs incurred by Landlord for removal and cleanup of hazardous substances placed there by Tenant. It is understood and agreed by Tenant that hazardous substances, including waste oil, shall NOT be stored indoors.

Landlord agrees to hold tenant harmless from and against any and all damage or liabilities for any spills or contamination done by Landlord, landlord's agents or previous tenants, to tenant's premises and yard space.

FLOOR DRAINS:

Floor drains are solely for the disposal of water runoff. Tenant understands that units with septic systems are unable to handle excessive water disposal caused by vehicle washing and Tenant agrees not to wash any vehicles within the garage bays where septic systems are in use.

SURROUNDING AREA:

Tenant is responsible for the area immediately surrounding said leased unit. Upon vacating the unit, Tenant shall remove all items from within and without the leased unit.

QUIET ENJOYMENT:

Landlord covenants and warrants that, so long as Tenant is not in default under the covenants and agreements of this Lease, Tenant's quiet and peaceable enjoyment of the Leased Premises shall not be disturbed or interfered with.

INDEMNITY:

The Landlord and Tenant shall each indemnify, hold harmless and defend the other party and its agents from any and all liability to any person or persons for damages, claims, suits, liabilities, costs and expenses arising directly or indirectly from the occupancy and use of the premises, or arising from acts by such party, its agents, servants, employees, customers, sub-lessees and contractors, except to the extent caused by the negligence of willful misconduct of the other party or its agents, servants, employees, customers, sub-lessees or contractors.

Landlord agrees to hold tenant harmless from and against any and all damage or liabilities for any spills or contamination done by Landlord, landlord's agents or previous tenants, to tenant's premises or yard space.

DEFAULT:

The occurrence of any of the following shall constitute a default by Tenant:

- (a) Failure to pay rent within fifteen (15) days of when due.
- (b) Abandonment of the premises.
- (c) Failure to perform any of the provisions of this lease if the failure to perform is not cured within thirty (30) days after notice has been given to Tenant. If the default cannot reasonably be cured within thirty (30) days, Tenant shall not be in default of this lease if Tenant commences to cure the default within the thirty (30) day period, and thereafter diligently and in good faith continues to cure the default.

Notices given under this paragraph shall specify the alleged default and the applicable lease provisions; and shall demand that Tenant perform the provisions of this lease or pay the rent that is in arrears, as the case may be, within the applicable period of time, or quit the premises. No such notice shall be deemed a forfeiture or a termination of this lease unless Landlord so elects in the notice.

If Tenant or Landlord, as the case may be, causes a default the non-defaulting party shall have all remedies permitted by law.

NOTICES:

All notices respecting this lease shall be in writing and delivered, in case of the Tenant, to the address listed above; and in case of the Landlord to:

Email address: chollister@hollisterenterprises.com (Preferred Method)  
 Or  
 By mail to: Hollister Enterprises, LLC  
 3264 Riverview Drive  
 Fairbanks, Alaska 99709.

This lease shall bind and insure to the benefit of the parties hereto and their respective successors and assigns.

Initials: 



At the expiration or other termination of this lease, Tenant herein agrees to surrender the premises to Landlord in as good condition as when received, subject to ordinary wear and tear. Tenant is hereby authorized and required to remove all of its personal property and equipment.

GENERAL PROVISIONS:


Landlord, or Landlord's agents, shall have the right to enter leased premises at all times and promises to do so in such a manner as not to interfere with Tenant's use or occupancy of the premises. Landlord agrees to provide Tenant with 24 hour notice of inspection and understands that due to State regulations, Tenant will be required to escort all visitors through cultivation and retail facility.

Tenant shall be bound to prompt payment of all amounts due Landlord, without provisions for offset of any kind unless mutually agreed and documented by both parties.

Failure of Landlord to promptly pursue remedies due Landlord through Tenant's non-performance of any covenants and agreements of the lease, shall in no manner be construed to waive or relinquish any such right.

DATED: This 30th day of May, 2019.

TENANT: PAKALOLO SUPPLY COMPANY, INC.

  
Howard C. Hollister President

  
Keenan M. Hollister Vice-President

LANDLORD: HOLLISTER ENTERPRISES, LLC

  
Howard C. Hollister President

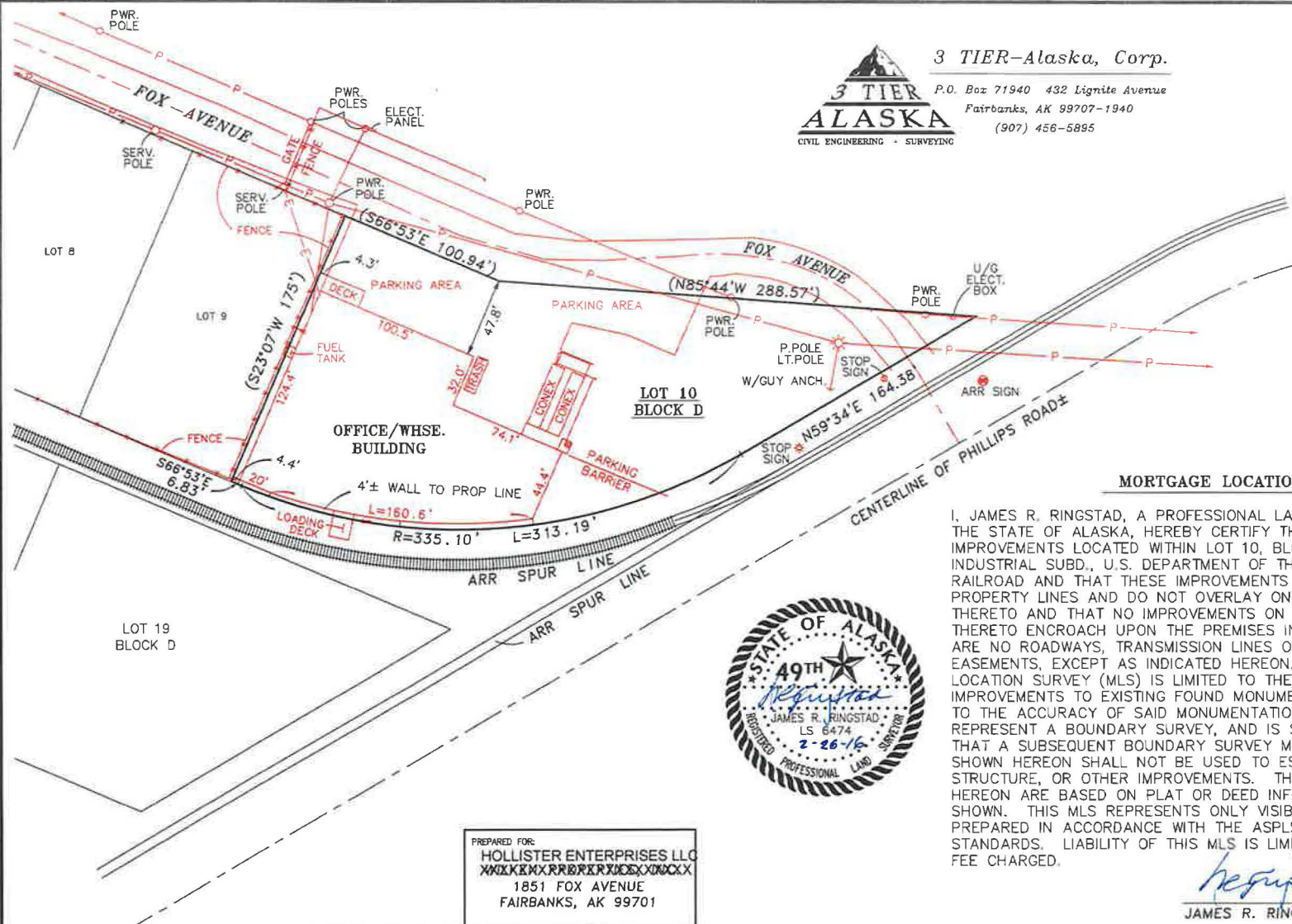
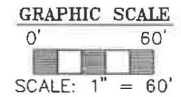
Initials: 

MNSI received 5/11/2022



3 TIER-Alaska, Corp.

P.O. Box 71940 432 Lignite Avenue  
Fairbanks, AK 99707-1940  
(907) 456-5895



MORTGAGE LOCATION SURVEY

I, JAMES R. RINGSTAD, A PROFESSIONAL LAND SURVEYOR REGISTERED IN THE STATE OF ALASKA, HEREBY CERTIFY THAT I AM FAMILIAR WITH THE IMPROVEMENTS LOCATED WITHIN LOT 10, BLOCK D, FAIRBANKS CHENA INDUSTRIAL SUBD., U.S. DEPARTMENT OF THE INTERIOR, THE ALASKA RAILROAD AND THAT THESE IMPROVEMENTS LIE WHOLLY WITHIN THE PROPERTY LINES AND DO NOT OVERLAY ONTO PROPERTY ADJACENT THERETO AND THAT NO IMPROVEMENTS ON THE PROPERTY ADJACENT THERETO ENCR OACH UPON THE PREMISES IN QUESTION AND THAT THERE ARE NO ROADWAYS, TRANSMISSION LINES OR ANY OTHER VISIBLE EASEMENTS, EXCEPT AS INDICATED HEREON. LIABILITY OF THIS MORTGAGE LOCATION SURVEY (MLS) IS LIMITED TO THE RELATIONSHIPS OF IMPROVEMENTS TO EXISTING FOUND MONUMENTATION AND DOES NOT EXTEND TO THE ACCURACY OF SAID MONUMENTATION; NOR IS IT INTENDED TO REPRESENT A BOUNDARY SURVEY, AND IS SUBJECT TO ANY INACCURACIES THAT A SUBSEQUENT BOUNDARY SURVEY MAY DISCLOSE. THE INFORMATION SHOWN HEREON SHALL NOT BE USED TO ESTABLISH ANY FENCES, STRUCTURE, OR OTHER IMPROVEMENTS. THE MEASUREMENTS SHOWN HEREON ARE BASED ON PLAT OR DEED INFORMATION AND VERIFIED AS SHOWN. THIS MLS REPRESENTS ONLY VISIBLE IMPROVEMENTS. THIS MLS IS PREPARED IN ACCORDANCE WITH THE ASPLS MORTGAGE LOCATION SURVEY STANDARDS. LIABILITY OF THIS MLS IS LIMITED TO THE AMOUNT OF THE FEE CHARGED.



*Ringstad*  
JAMES R. RINGSTAD, L.S. 6474  
DATE OF SURVEY: 2-26-2016

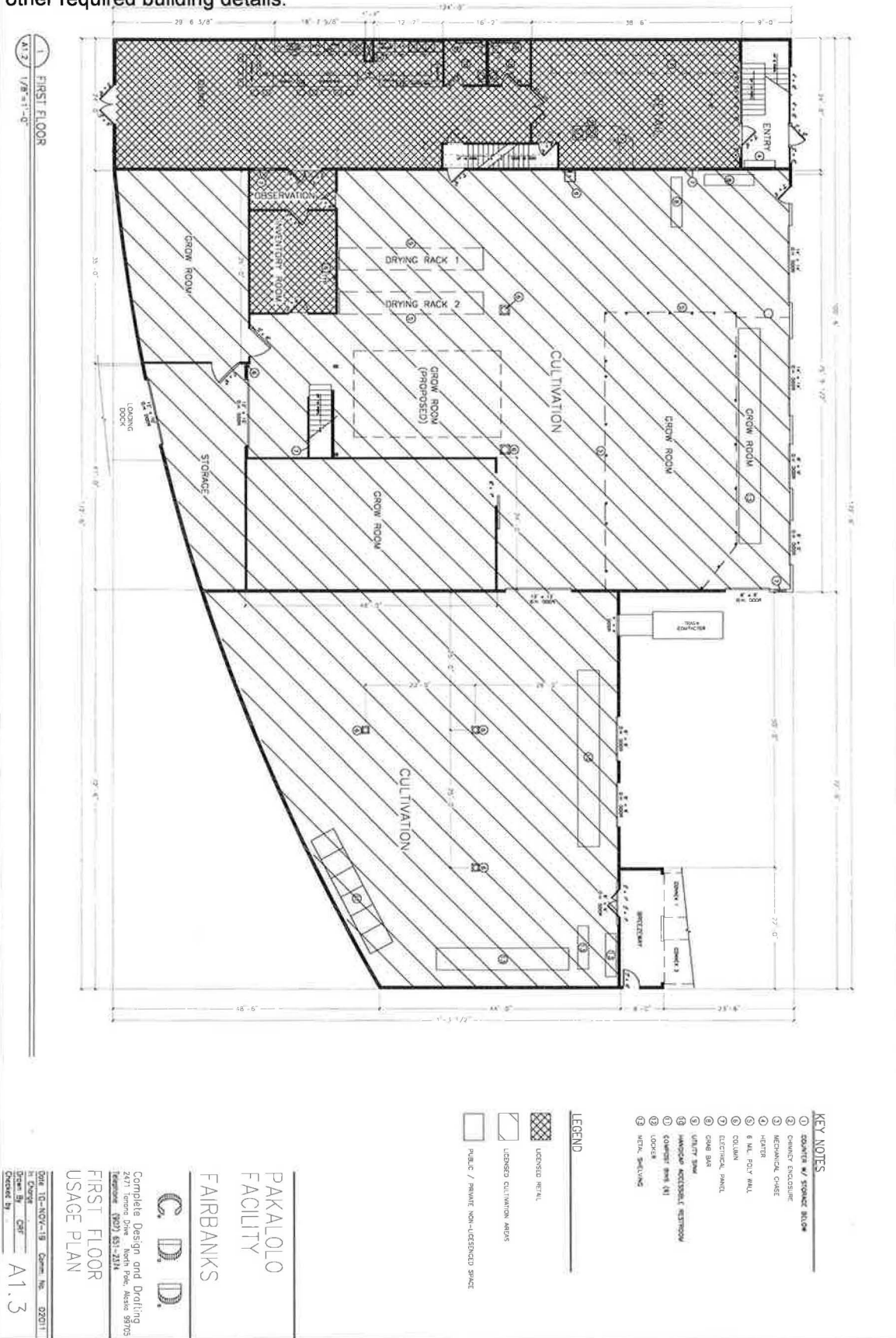
PREPARED FOR:  
HOLLISTER ENTERPRISES LLC  
1851 FOX AVENUE  
FAIRBANKS, AK 99701

DRAWN: JRR	CHECKED: JRR	SCALE: 1"=60'	JOB NO. 3TA16904
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PSC #2

PAKALOLO SUPPLY COMPANY, INC. / RETAIL STORE LICENSE #10131 / 1851 FOX AVENUE, FAIRBANKS

Full Building diagram for first floor showing separate licensed premises for licenses #10131 and #10230 as well as public/private non-licensed areas. See additional diagrams for clear delineation of other required building details.



1 FIRST FLOOR  
A1.3 1/8" = 1'-0"

- KEY NOTES**
- ① ROOMS w/ STORING BELOW
  - ② CHIMNEY ENCLOSURE
  - ③ MECHANICAL CHASE
  - ④ HATCH
  - ⑤ 6 IN. POLY MAIL
  - ⑥ COLUMN
  - ⑦ ELECTRICAL PANEL
  - ⑧ COUNTER SINK
  - ⑨ SINK
  - ⑩ HANDICAP ACCESSIBLE RESTROOM
  - ⑪ COUNTER SINK (H)
  - ⑫ LOOPER
  - ⑬ METAL SKYLIGHT
- LEGEND**
- [Cross-hatched box] LICENSED RETAIL
  - [Diagonal hatched box] LICENSED CULTIVATION AREAS
  - [White box] PUBLIC / PRIVATE NON-LICENSED SPACE

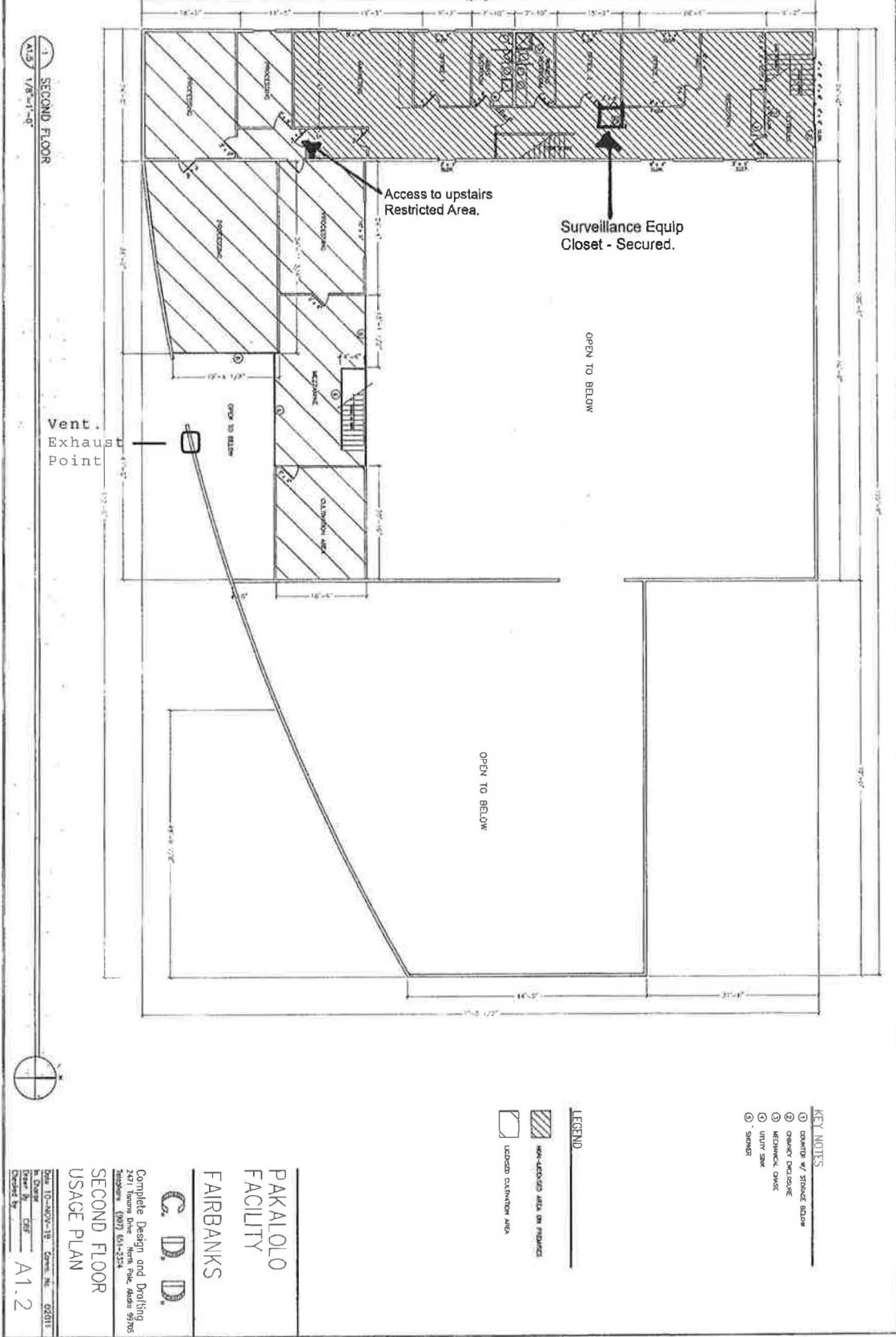
PAKALOLO  
FACILITY  
FAIRBANKS

**C. D. D.**  
Complete Design and Drafting  
2471 Terrace Drive • North Pole, Alaska 99705  
Telephone: (907) 851-1211

FIRST FLOOR  
USAGE PLAN

DATE: 10-NOV-19    DRAWING NO.: 02011  
DESIGNER: [Signature]    CHECKED: [Signature]  
DRAWN BY: [Signature]    A1.3

2nd Floor Detail with Public Access Office Space and upstairs restricted areas for Cultivation License #10230. Locked surveillance equipment closet is indicated. Second Floor ventilation exhaust point shown.



1 SECOND FLOOR  
A1.2 1/8"=1'-0"

Vent. Exhaust Point

Access to upstairs Restricted Area.

Surveillance Equip Closet - Secured.

OPEN TO BELOW

OPEN TO BELOW



- KEY NOTES**
- ① ROOMS w/ STAINC ROOM
  - ② GENERAL DRAINAGE
  - ③ MECHANICAL CHASE
  - ④ UTILITY SINK
  - ⑤ SINKER

- LEGEND**
- NON-DESIGNED AREA OR FINISHED
  - LOADED CULTIVATION AREA

PAKALOLO FACILITY  
FAIRBANKS

**C. D. D.**

Complete Design and Drafting  
2471 Tamara Drive - North Park, Idaho 83705  
Telephone: (208) 634-2334

SECOND FLOOR  
USAGE PLAN

10/10/2021-18 02:01  
Drawn by: CDF  
Checked by: A1.2

PSC #4



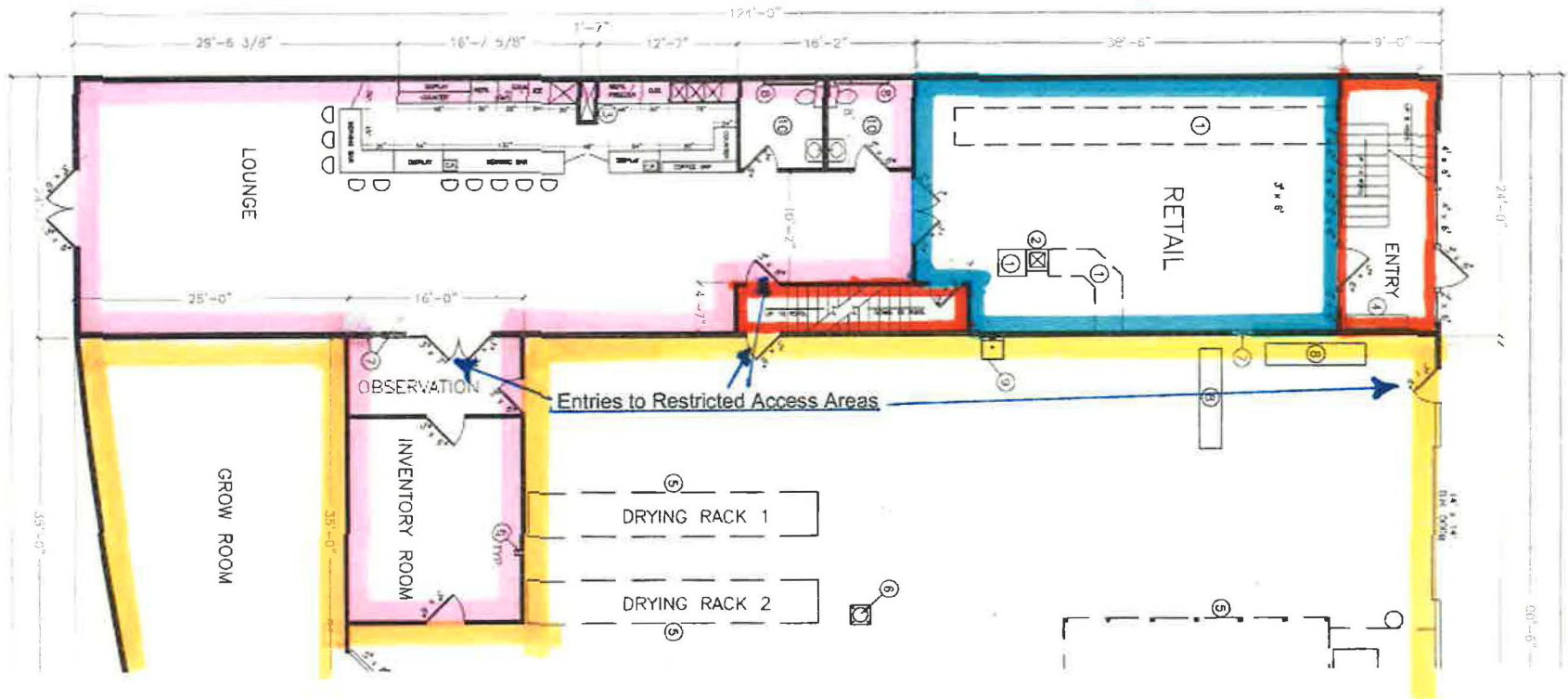
PAKALOLO SUPPLY COMPANY, INC.

RETAIL STORE LICENSE #10131

Color Coding only of Specified Areas in, or adjoining to, retail store and on-site consumption area.

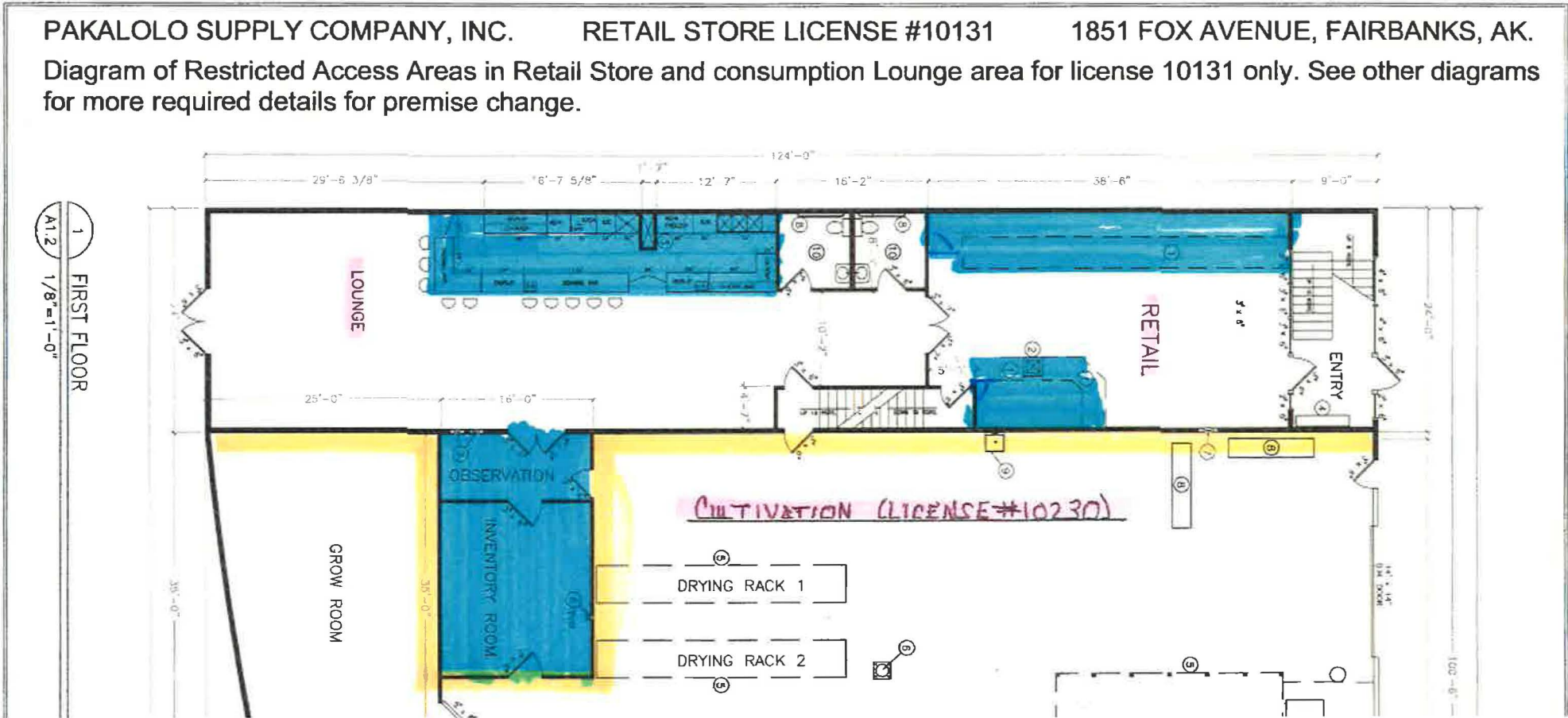
- Retail Store Area
- Consumption Lounge/Serving Area
- Cultivation Area - License #10230
- Entry - Non-Licensed Public Area

1  
FIRST FLOOR  
A1.2  
1/8"=1'-0"



PSC #5

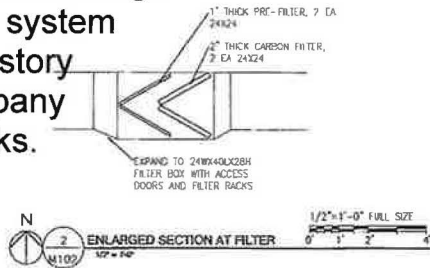
PAKALOLO SUPPLY COMPANY, INC.      RETAIL STORE LICENSE #10131      1851 FOX AVENUE, FAIRBANKS, AK.  
Diagram of Restricted Access Areas in Retail Store and consumption Lounge area for license 10131 only. See other diagrams for more required details for premise change.



- RETAIL STORE / CONSUMPTION LOUNGE SALES AREAS, OBSERVATION, INVENTORY ROOMS
- CULTIVATION AREA (LICENSE #10230)



Page 4 of Mechanical Engineer's Plan Drawings showing consumption area ventilation system supply and exhaust points on second story of south wall of Pakalolo Supply Company building at 1851 Fox Avenue, Fairbanks.

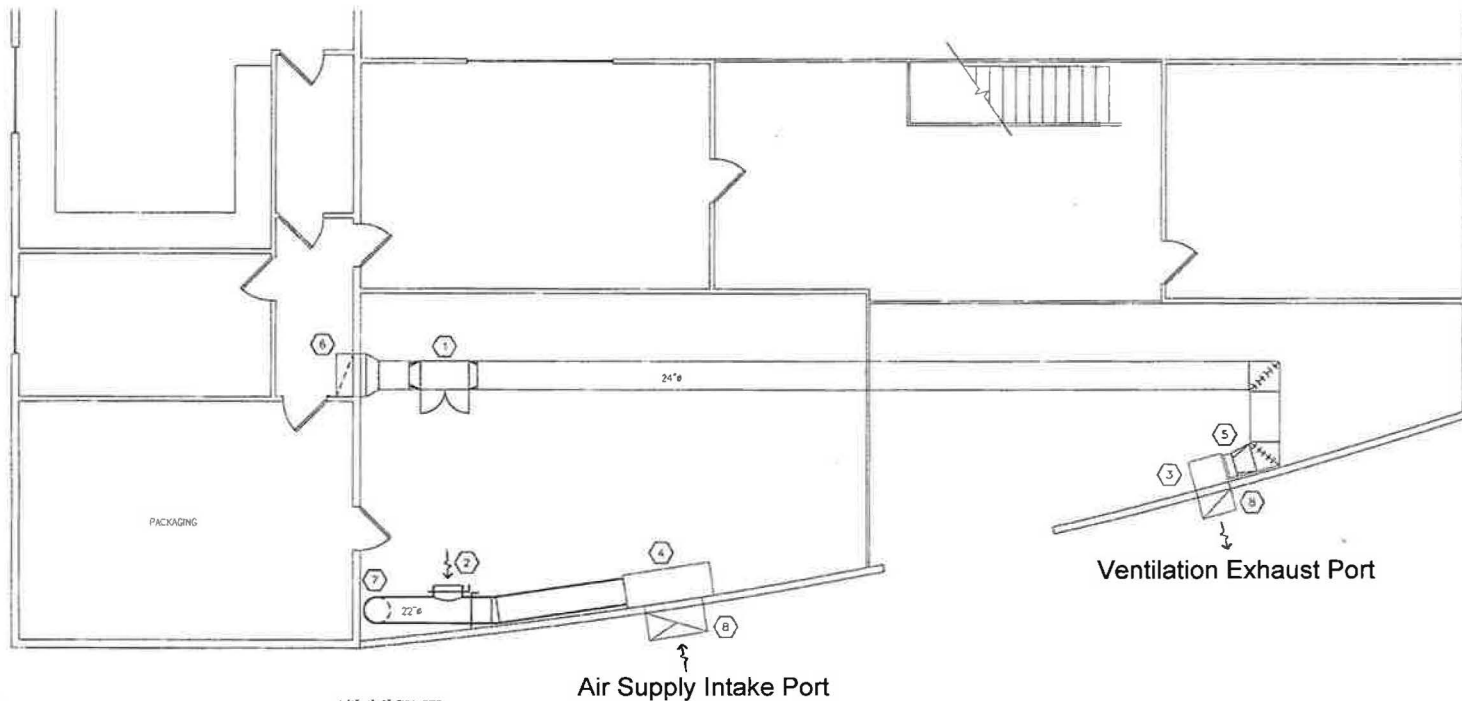


GENERAL NOTES

1. USE ROUND DUCT SIZES SHOWN OR EQUIVALENT FREE AREA RECTANGULAR DUCT.
2. NOT ALL DUCT TRANSITIONS AND OFFSETS ARE SHOWN. FIELD VERIFY ROUTING.

SHEET NOTES

1. FILTER SECTION WITH PRE-FILTERS CANFIL FARR 30/30, AND CIGSORB CARBON FILTERS (OR ACCEPTED EQUAL FILTERS) DETAIL THIS SHEET.
2. VOLUME DAMPERS WITH KNOB OR LEVER FOR MANUAL ADJUSTMENT/SELECTION OF MAKEUP AIR SOURCE.
3. EXISTING EXHAUST FAN, APPROX 3850 CFM, FIELD VERIFY AIR FLOW DURING COMMISSIONING.
4. EXISTING AIR INTAKE MANFOLD, FIELD VERIFY DIMENSIONS.
5. TRANSITION TO EXISTING FAN INLET.
6. 36X14 DOWN TO RG-1, FOR CONTINUATION SEE SHEET M101.
7. 22" DOWN TO LOUNGE AREA CEILING, FOR CONTINUATION SEE SHEET M101.
8. EXISTING WALL VENT TO REMAIN.



MECHANICAL DESIGN AND CONSULTING SERVICES  
 (907)374-1888  
**ROBERT J. HESTER**  
 REGISTERED PROFESSIONAL ENGINEER  
 MECHANICAL  
 P.O. BOX 81363 FAIRBANKS AK 99708

SYNO	DATE	REVISION	BY

PROJECT  
**PAKALOLO SUPPLY CO.**  
 ON-SITE CONSUMPTION AREA  
 1851 FOX AVENUE  
 FAIRBANKS, ALASKA

SHEET CONTAINS:  
**MECHANICAL PLANS**

DRAWN	HR
CHECKED	HR
DATE	04/28/2022

SHEET NUMBER:  
**M102**  
 HBR W.D. NUMBER: 2113

Note: This is page 4 only of Mechanical Engineer's stamped drawings of the consumption area ventilation system for purpose of showing the ventilation exhaust point. See MJ-28a for full set of engineer's mechanical plans.

**ORDINANCE NO. 6219**

**AN ORDINANCE AMENDING THE PUBLIC SAFETY EMPLOYEES  
ASSOCIATION/CITY OF FAIRBANKS COLLECTIVE BARGAINING  
AGREEMENT TO ADD A COMMUNITY OUTREACH SPECIALIST  
POSITION**

**WHEREAS**, the current collective bargaining agreement (CBA) between the Public Safety Employees Association, Fairbanks Police Department Chapter (PSEA), and the City of Fairbanks was ratified by both parties and became effective January 1, 2022, and

**WHEREAS**, Fairbanks General Code Section 42-1(h) provides that all amendments to labor contracts negotiated during the life of the contract must be approved by council ordinance; and

**WHEREAS**, the parties believe that adding a Community Outreach Specialist position to the CBA will help in recruiting Police Officers and improving community relations with the Police Department; and

**WHEREAS**, the City and PSEA have negotiated the attached Memorandum of Agreement that will add a Community Outreach Specialist position to the current CBA.

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows.**

**Section 1.** The amendment to the PSEA/City of Fairbanks collective bargaining agreement, as set out in the Memorandum of Agreement, Attachment A hereto, is hereby approved.

**Section 2.** The effective date of this ordinance is the 1st day of October 2022.

\_\_\_\_\_  
**Jim Matherly, City Mayor**

YEAS:  
NAYS:  
ABSENT  
APPROVED:

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
D. Danyielle Snider, MMC, City Clerk

\_\_\_\_\_  
Paul J. Ewers, City Attorney



**CITY OF FAIRBANKS**  
**FISCAL NOTE**

**I. REQUEST:**

Ordinance or Resolution No: 6219

Abbreviated Title: ORDINANCE AMENDING PSEA CBA ADD COMMUNITY OUTREACH SPEC

Department(s): POLICE

Does the adoption of this ordinance or resolution authorize:

1) additional costs beyond the current adopted budget? Yes \_\_\_\_\_ No x

2) additional support or maintenance costs? Yes \_\_\_\_\_ No x

If yes, what is the estimate? see below

3) additional positions beyond the current adopted budget? Yes \_\_\_\_\_ No x

If yes, how many positions? \_\_\_\_\_

If yes, type of positions? \_\_\_\_\_ (F - Full Time, P - Part Time, T - Temporary)

**II. FINANCIAL DETAIL:**

PROJECTS:	TOTAL
SALARY & BENEFITS	\$ -
<b>TOTAL</b>	<b>\$ -</b>

FUNDING SOURCE:	TOTAL
GENERAL FUND	\$ -
<b>TOTAL</b>	<b>\$ -</b>

The proposed changes to the current Public Safety Employee Association (PSEA) Collective Bargaining Agreement will add a Community Outreach Specialist. The department will reduce one full-time Police Officer position to add a full-time Community Outreach Specialist position. The starting annual salary for one position is \$93,370. **This request will result in salary savings; therefore, the budget will not require an amendment.**

Reviewed by Finance Department: Initial mb Date 9/1/2022

**Attachment A  
to Ordinance No. 6219**

**LETTER OF AGREEMENT**  
between the  
**CITY OF FAIRBANKS**  
and the  
**PUBLIC SAFETY EMPLOYEES ASSOCIATION**  
representing the  
**Fairbanks Police Department**

It is agreed between the parties that the following terms and conditions of employment apply to the City of Fairbanks Police Department:

Pursuant to section 19.7 of the collective bargaining agreement the attached "Schedule B" will replace the current Schedule B. The attached Schedule B includes the newly formed Community Outreach Specialist / PIO with a new pay scale.

This agreement is a supplement to the current PSEA contract and is entered solely to address the new Community Outreach Specialist job classification. This agreement does not establish any practice or precedent between the parties. This agreement shall not be referred to in any other dispute, grievance, arbitration, hearing, or any other forum, except as may be necessary for the execution of its terms.

FOR THE CITY OF FAIRBANKS:

FOR PSEA:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Date

CITY OF FAIRBANKS PSEA SCHEDULE B																				
Classification	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Administration Assistant	\$25.90	\$26.42	\$26.95	\$27.49	\$28.04	\$28.60	\$29.17	\$29.75	\$30.35	\$30.96	\$31.58	\$32.21	\$32.85	\$33.51	\$34.18	\$34.86	\$35.56	\$36.27	\$37.00	\$37.74
Community Outreach Spec	\$29.00	\$29.58	\$30.17	\$30.77	\$31.39	\$32.02	\$32.66	\$33.31	\$33.98	\$34.66	\$35.35	\$36.06	\$36.78	\$37.52	\$38.27	\$39.04	\$39.82	\$40.62	\$41.43	\$42.26
Clerk - FT	\$23.08	\$23.54	\$24.01	\$24.49	\$24.98	\$25.48	\$25.99	\$26.51	\$27.04	\$27.58	\$28.13	\$28.69	\$29.26	\$29.85	\$30.45	\$31.06	\$31.68	\$32.31	\$32.96	\$33.62
Dispatcher Supervisor	\$31.08	\$31.70	\$32.34	\$32.99	\$33.65	\$34.32	\$35.00	\$35.70	\$36.42	\$37.15	\$37.90	\$38.65	\$39.42	\$40.21	\$41.02	\$41.83	\$42.67	\$43.52	\$44.40	\$45.29
Dispatcher	\$25.90	\$26.42	\$26.95	\$27.49	\$28.04	\$28.60	\$29.17	\$29.75	\$30.35	\$30.96	\$31.58	\$32.21	\$32.85	\$33.51	\$34.18	\$34.86	\$35.56	\$36.27	\$37.00	\$37.74
Front Desk Call Taker FT	\$23.08	\$23.54	\$24.01	\$24.49	\$24.98	\$25.48	\$25.99	\$26.51	\$27.04	\$27.58	\$28.13	\$28.69	\$29.26	\$29.85	\$30.45	\$31.06	\$31.68	\$32.31	\$32.96	\$33.62
Evidence Custodian	\$26.54	\$27.07	\$27.61	\$28.16	\$28.73	\$29.30	\$29.89	\$30.49	\$31.10	\$31.72	\$32.35	\$32.99	\$33.65	\$34.33	\$35.02	\$35.72	\$36.43	\$37.16	\$37.90	\$38.66
Public Safety Assistant	\$25.90	\$26.42	\$26.95	\$27.49	\$28.04	\$28.60	\$29.17	\$29.75	\$30.35	\$30.96	\$31.58	\$32.21	\$32.85	\$33.51	\$34.18	\$34.86	\$35.56	\$36.27	\$37.00	\$37.74
Lieutenant	\$41.24	\$42.06	\$42.90	\$43.76	\$44.64	\$45.53	\$46.44	\$47.37	\$48.32	\$49.29	\$50.28	\$51.29	\$52.32	\$53.37	\$54.44	\$55.53	\$56.64	\$57.77	\$58.93	\$60.11
Sergeant	\$37.49	\$38.24	\$39.00	\$39.78	\$40.58	\$41.39	\$42.22	\$43.06	\$43.92	\$44.80	\$45.70	\$46.61	\$47.54	\$48.49	\$49.46	\$50.45	\$51.46	\$52.49	\$53.54	\$54.61
Detective	\$35.70	\$36.41	\$37.14	\$37.88	\$38.64	\$39.41	\$40.20	\$41.00	\$41.82	\$42.66	\$43.51	\$44.38	\$45.27	\$46.18	\$47.10	\$48.04	\$49.00	\$49.98	\$50.98	\$52.00
Police Officer	\$34.00	\$34.68	\$35.37	\$36.08	\$36.80	\$37.54	\$38.29	\$39.06	\$39.84	\$40.64	\$41.45	\$42.28	\$43.13	\$43.99	\$44.87	\$45.77	\$46.69	\$47.62	\$48.57	\$49.54
P.O. Academy Pay	\$7.82	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
P.O. Recruit II	\$30.61	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
P.O. Recruit III	\$32.30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

09.01.22

**Community Outreach Specialist**  
 Step 1 \$60,320 (salaries) + \$33,050 (benefits) - Total \$93,370  
 Step 10 \$72,090 (salaries) + \$35,810 (benefits) - Total \$107,900  
 Step 20 \$87,900 (salaries) + \$39,520 (benefits) - Total \$127,420

**RESOLUTION NO. 5029**

**A RESOLUTION AUTHORIZING THE CITY OF FAIRBANKS TO APPLY FOR AND ACCEPT FUNDS FOR THE HOUSING COORDINATOR**

**WHEREAS**, the City of Fairbanks has received notification through the Rasmuson Foundation to apply for funds that support the Fairbanks Housing Coordinator; and

**WHEREAS**, the City of Fairbanks will use these funds to hire a Housing Coordinator for the purpose of encouraging interagency collaboration amongst local service providers, serving as the primary communicator for the Fairbanks Housing and Homeless Coalition, and working to eliminate homelessness in Fairbanks; and

**WHEREAS**, the City of Fairbanks will apply for \$105,000 for salaries and benefits; and

**WHEREAS**, the City of Fairbanks will provide in-kind support of office space, supplies, and administrative support.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council that the Mayor or his designee is authorized to execute any and all documents required for requesting and accepting funds on behalf of the City for Housing Coordinator funding.

**PASSED and APPROVED this 26th Day of September 2022.**

\_\_\_\_\_  
**Jim Matherly, City Mayor**

AYES:  
NAYS:  
ABSENT:  
APPROVED:

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
D. Danyielle Snider, MMC, City Clerk

\_\_\_\_\_  
Paul J. Ewers, City Attorney

**CITY OF FAIRBANKS**

**FISCAL NOTE**

**I. REQUEST:**

Ordinance or Resolution No: 5029

Abbreviated Title: Resolution Authorizing Housing Coordinator

Department(s): Mayor

Does the adoption of this ordinance or resolution authorize:

1) additional costs beyond the current adopted budget? Yes \_\_\_\_\_ No X

2) additional support or maintenance costs? Yes \_\_\_\_\_ No X

If yes, what is the estimate? see below

3) additional positions beyond the current adopted budget? Yes X No \_\_\_\_\_

If yes, how many positions? 1

If yes, type of positions? F (F - Full Time, P - Part Time, T - Temporary)

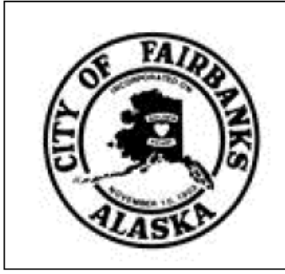
**II. FINANCIAL DETAIL:**

<b>PROJECT EXPENSES:</b>	<b>Supplies</b>	<b>Travel</b>	<b>Personnel</b>	<b>Total</b>
Housing Coordinator	\$0	\$0	\$105,000	\$105,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$105,000</b>	<b>\$105,000</b>

<b>FUNDING SOURCE:</b>	<b>Supplies</b>	<b>Travel</b>	<b>Personnel</b>	<b>Total</b>
Rasmuson Foundation	\$0	\$0	\$105,000	\$105,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$105,000</b>	<b>\$105,000</b>

The City will provide administrative support, facility space and office equipment for the Housing Coordinator.

Reviewed by Finance Department: Initial SF Date 9/20/2022



# CITY OF FAIRBANKS

## JOB DESCRIPTION

JOB TITLE: Housing Coordinator

CLASSIFICATION NO:

DEPARTMENT: Mayor's Office

STATUS: Salaried/Exempt

POSITION REPORTS TO: Chief of Staff

UNION:

### JOB SUMMARY

The Housing Coordinator is a grant funded position that will work to reduce homelessness in Fairbanks through capacity building for the local social services network and promoting housing development. Working closely with the City of Fairbanks Mayor under the direction of the Chief of Staff, the Coordinator will identify and engage stakeholders; guide project development; establish local project timelines; and synchronize local efforts through the Fairbanks Housing & Homeless Coalition.

### ESSENTIAL JOB FUNCTIONS

- 1) Assist the City of Fairbanks and Fairbanks Housing & Homeless Coalition with resource development and allocation strategies to reduce homelessness in Fairbanks.
- 2) Engage stakeholders to promote collaboration; identify service gaps; and build projects around those gaps.
- 3) Research and recommend best practices for housing & homeless services in Fairbanks.
- 4) Collaborate with the Fairbanks Economic Development Corporation's Housing Task Force to identify barriers to private housing developments and find solutions to those barriers.
- 5) Research and recommend policies to spur housing development in Fairbanks.
- 6) Supervise all City of Fairbanks' AmeriCorps programs.
- 7) Arrange and facilitate monthly meetings of the Fairbanks Housing & Homeless Coalition and any subgroups as necessary; provide monthly meeting minutes; and arrange and document meetings of subcommittees.
- 8) Assist with grant writing and fund development for housing & homeless projects.
- 9) Oversee the Fairbanks Referral Zone of the Coordinated Entry System.

10) Monitor project performance measures and data for reports to the City, Fairbank Housing & Homeless Coalition, and Rasmuson Foundation.

11) Coordinate annual research needed to update the community needs assessments, inventory, and resource information.

12) Coordinate and arrange media outreach to raise awareness about housing & homeless in Fairbanks.

13) Act as a liaison between local community stakeholders and state/national organizations.

14) Performs other duties as assigned.

The above examples are representative of assignments performed by this class and are not intended to be inclusive.

#### KNOWLEDGE, SKILLS, AND ABILITIES

These factors will be the basis for selecting qualified candidates to be interviewed. Candidates hired must satisfactorily demonstrate these factors during a prescribed probationary period for continued employment:

1) Extensive knowledge of the status of the statewide and local housing & homelessness services.

2) Ability to organize large conferences, meetings, and public events.

3) Ability to coordinate stakeholders to ensure that policy positions are aligned with organizational priorities and values are based on solid research and analysis.

4) Ability to communicate clearly and concisely both orally and in writing.

5) Strong skills in project management, managing multiple projects and priorities with the proven ability to work well both independently.

6) Ability to collect, process, and effectively report housing & homelessness data as it relates in the City of Fairbanks and the Fairbanks North Star Borough.

7) Ability to establish, build and maintain effective working relations with supervisors, co-workers, public and private officials, and the public.

8) Ability to maintain confidential information.

9) Ability to exercise considerable independent judgment and perform duties with a minimum of direct supervision.

10) Ability to present information to stakeholders when requested and as needed.

#### DESIRED QUALIFICATIONS

Persons applying for this position should preferably have the following:

- 1) A commitment to the development of housing and homeless services in the City of Fairbanks and the Fairbanks North Star Borough.
- 2) Minimum of bachelor's degree. Master's degree preferred in relevant field.
- 3) One (1) year of experience in public relations, project management, or communications.
- 4) Experience in the operation of office equipment required for the position, including Microsoft Office. Experience and proficiency in contemporary word processing and spreadsheet programming in a PC environment is required.

The City of Fairbanks is an Equal Opportunity Employer.

Jim Matherly

City Mayor

4/2021

I, \_\_\_\_\_, have received, reviewed and completely understand the entire contents of this job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date



**RESOLUTION NO. 5030**

**A RESOLUTION CLARIFYING COUNCIL MEMBER AUTHORITY WHEN REPRESENTING THE CITY AT FNSB ASSEMBLY MEETINGS**

**WHEREAS**, Ordinance No. 2022-46 is pending before the Fairbanks North Star Borough Assembly; and

**WHEREAS**, that ordinance would limit the participation of the delegates from the City of Fairbanks, the City of North Pole, and the School Board at Borough Assembly meetings; and

**WHEREAS**, one of the whereas statements indicates that the ordinance's sponsor feels that a representative of a city council or the school board should only participate in debate on a matter if the council or the board has taken an official position on the matter; and

**WHEREAS**, the Fairbanks City Council wishes to clarify the authority of its representative at FNSB Assembly meeting.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Fairbanks that the City Council authorizes any Council Member representing the Council at FNSB Borough Assembly meetings to represent the City's interests and participate in any debate on any matter in which the City of Fairbanks has an interest.

**PASSED** and **APPROVED** this 26th day of September 2022.

---

**Jim Matherly, Mayor**

AYES:  
NAYS:  
ABSENT:  
APPROVED:

ATTEST:

APPROVED AS TO FORM:

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D. Danyielle Snider, MMC, City Clerk

---

Paul Ewers, City Attorney

**ORDINANCE NO. 6220**

**AN ORDINANCE AMENDING FGC SECTION 2-487, COMPOSITION  
OF THE CLAY STREET CEMETERY COMMISSION**

**WHEREAS**, the Clay Street Cemetery Commission approved a motion requesting the Fairbanks City Council to amend FGC Sec. 2-487 to change the composition of the Commission, as set out below.

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows:**

**Section 1.** That Fairbanks General Code Chapter 2, Article III, Division 14. Clay Street Cemetery Commission, Section 2-487. Composition, is hereby amended as follows [new text in **bold/underline** font; deleted text in ~~strikethrough~~ font]:

**Sec. 2-487. Composition.**

**(a)** ~~The membership of the Clay Street Cemetery Commission shall~~  
**consists of** ~~be seven members as follows:~~

~~(a) Seven voting members, three of whom must be residents of the city,~~  
~~appointed by the city mayor and confirmed by the city council.:~~ **Members**  
**should be:**

- ~~(1) One member~~ **Active in the study of Fairbanks history and willing to research cemetery residents to provide provenance for ordered markers; or-**
- ~~(2) One member with experience or interest in maintaining the cemetery.~~ **Willing and able to work at the cemetery to keep up its appearance and to place new markers per prescribed procedures.**
- ~~(3) Five at-large public members or four at-large public members if a council member is appointed to the commission.~~

(b) The City Public Works Director, or designee, shall be an ex officio member of the commission.

(c) The chairperson shall be selected **by the commission** from among the commission's members ~~by the commission.~~

**Section 2.** The effective date of this ordinance is the \_\_\_\_ day of October 2022.

---

**Jim Matherly, City Mayor**

AYES:  
NAYS:  
ABSENT:  
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

---

D. Danyielle Snider, MMC, City Clerk

---

Paul J. Ewers, City Attorney



CLAY STREET CEMETERY COMMISSION  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



---

## MEMORANDUM

TO: Mayor Matherly and City Council Members

THROUGH: Clay Street Cemetery Commission

FROM: Rochelle Rodak, Deputy City Clerk

SUBJECT: Clay Street Cemetery Commission Recommendation to Amend FGC Sec. 2-487

DATE: September 19, 2022

---

The Clay Street Cemetery Commission members discussed, at their regular meeting on September 7, 2022, proposed changes to FGC Sec. 2-487 regarding qualifications of commission members based on the need for members who are able and willing to perform the research and physical labor necessary to complete the tasks required by the Commission.


It was decided that the desire and ability to perform tasks, including research and physical labor, outweighed the necessity for members to be reside within the City limits of Fairbanks.

At its Regular Meeting of September 7, 2022, the Clay Street Cemetery Commission voted to recommend the approval of the proposed changes to FGC Sec. 2-487. The motion PASSED by a vote of 4 Ayes to 0 Nays. One voting member was not present, and one seat was vacant.



*City of Fairbanks*

**MEMORANDUM**

To: City Council Members  
From: Jim Matherly, City Mayor   
Subject: Request for Concurrence to Appointment of New Council Member to Seat F  
Date: September 21, 2022

---

As you are aware, Council Member Jim Clark resigned his position on the City Council, effective September 12, 2022, as he no longer resides within the City limits of Fairbanks.

City Charter Section 2.6 provides that vacancies on the City Council be filled by an appointment of the Mayor, subject to confirmation by the City Council. I nominate Mr. John Ringstad to fill the vacancy in City Council Seat F. Mr. Ringstad is a well-respected and active member of our community, has served as a state legislator, and has volunteered with various local non-profit organizations over the years. I believe he will serve the City of Fairbanks well. A brief bio from Mr. Ringstad is attached.

I hereby request your concurrence with the appointment of Mr. John Ringstad to the Fairbanks City Council. If the Council concurs with this request, Mr. Ringstad will be sworn in and seated at the Regular City Council meeting of October 10, 2022, and his term will end in October of 2023.

Thank you.

dds/

John Ringstad  
757 Illinois St  
Fairbanks, AK 99701  
907-590-2026

- Born & raised in Fairbanks
- Graduated from UAF with a Bachelor of Business Administration degree
- Worked as a truck driver, Realtor, and a banker
- Worked as a Legislative aide and served as a member of the Alaska House of Representatives
- Worked for BP Exploration (Alaska) for 31 years doing gov't & public relations
- Prior service on ACCA board, United Way board & co-chair of their annual fundraising campaign, HIPOW co-chair, Rotary, AHA Go Red, Fairbanks Chamber board president & committee chair
- Currently serving on Fairbanks Neighborhood Housing Services board & Fairbanks Chamber committees
- Married to Ann Ringstad, three children and four grandchildren.



APPLICATION FOR APPOINTMENT
CITY OF FAIRBANKS

CITY COUNCIL, SEAT F
Term: September 2022 – October 2023

RECEIVED

SEP 21 2022

City Clerks Office

CITY REQUIREMENTS:

- Application for Appointment
City Financial Disclosure Statement
Comply with all local, state and federal laws

I, John Ringstad of 757 Illinois St. Fairbanks
(FULL LEGAL NAME) (RESIDENCE ADDRESS)

declare that I have been a continuous resident of the City of Fairbanks, Alaska, for at least one (1) year immediately prior to filing this application at the above residence or at a residence listed below (list dates lived at each address if more than one location within the last year); that I have not maintained a residence outside the City of Fairbanks for one year prior to this date; that I am a citizen of the United States; and that I am a qualified voter of the City of Fairbanks, Alaska.

I declare that I am an applicant for the office of the above-referenced seat for a term commencing in September of 2022, ending with the regular City election in October of 2023.

I will comply with the provisions of state and federal law and with the provisions of the City of Fairbanks Charter and General Code.

I UNDERSTAND THAT FALSE STATEMENTS MADE ON THIS FORM ARE CRIMINAL VIOLATIONS.

Signature of Applicant: John Ringstad Date: 9/21/22

SUBSCRIBED AND SWORN to before me this 21 day of Sept, 2022



Diana Hebel
Notary Public in and for Alaska
My Commission Expires: w/office

I authorize the following contact information to be provided to the public and to the media:

Phone Number: 907 590 2026
Mailing Address: 757 Illinois St. Flks 99701

**MEMORANDUM**

TO: Mayor and Council Members

FROM: Deferred Compensation Committee  
Paul Ewers, Chair 

SUBJECT: Joining the State's IRS Sec. 457(b) Plan

DATE: August 28, 2022 (revised 9/22/2022)  
Finance Committee review 9/6/2022

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The City of Fairbanks currently offers its employees the option of investing a portion of their wages in a deferred compensation plan. The plan is officially a 457(b) plan, so named for the section of the Internal Revenue Code that authorizes such plans. The City's 457(b) plan is overseen by the City's Deferred Compensation Committee (DCC).

The State of Alaska also provides a 457(b) plan to state employees. The State amended its plan to allow municipalities to enter into agreements with the State whereby municipal employees may participate in the State's plan. The DCC has met with representatives from Empower Retirement, the State's plan administrator, to evaluate the plan and the possible advantages of moving City employees to the State's plan. Joining the State's Plan or continuing to maintain a separate City plan is, ultimately, a decision for the Council. To aid the Council in that decision, the DCC provides the following information.

Under a 457(b) plan, employees may elect to have pre-tax wages<sup>1</sup> paid into a retirement investment account. The City first began sponsoring a 457(b) plan back in 1978. Initially, there was little oversight of the City's plan, and by 2012 the City had allowed five companies to participate as vendors, with each one offering a variety of investment options.

In early 2013, the Council, by Resolution No. 4564, formally appointed the Deferred Compensation Committee to oversee the City's 457(b) Plan. The DCC consists of the Chief of Staff, the HR Director, the CFO, a Payroll Specialist, a member selected by the City's unions, and the City Attorney. The DCC was tasked with preparing a Request for Proposals (RFP) to

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<sup>1</sup> Most plans, including the City's and the State's, now offer a "Roth" option that allows participants to invest taxed income in the plan.



select one plan administrator. The City contracted with Pacific Portfolio to assist in drafting the RFP and in the RFP selection process. That process resulted in the selection of MetLife as the administrator for the City's plan. Pacific Portfolio assisted the DCC in preparing the contract with MetLife and continues to serve as the City's plan advisor and co-fiduciary. As of June 1, there are 135 current or former City employees participating in the plan, with around \$8 million in total investments.

Both Empower Retirement (the State plan administrator) and MetLife are well established companies that provide quality service to plan participants. While both plans offer a variety of investment options, the DCC believes that the City's current plan offers better investment options than the State's plan does.

The State's plan does not allow participants to take out loans against their account balances. The City's plan does, with specific limits regarding the maximum amount and repayment period.<sup>2</sup> While most retirement planning professionals strongly advise against taking out loans from retirement accounts, many employees view this as an important feature of the City's plan.

Empower had charged state plan participants 17 basis points (.17%) against the fund balance. That recently changed. Participants are now charged 11 basis points plus a \$35 annual fee for active participants and \$25 for non-contributing participants. MetLife charges City participants 29 basis points (.29%). These charges are paid by plan participants on a pro rata basis. After being informed that the City was evaluating the benefits of moving to the State's plan, MetLife offered to reduce its fees to 28 basis points and to 26 basis points when the plan's total value reaches \$10 million.<sup>3</sup>

The City also pays \$20,000 per year to Pacific Portfolio for its services as the Plan's co-fiduciary, for its services in monitoring the Plan's investment options, and as the DCC's advisor on matters involving the Plan. That fee is paid by the City. The DCC and Pacific Portfolio are co-fiduciaries for the Plan. If City employees move to the State's plan, the City would no longer have any fiduciary obligation over the plan. That obligation would rest with the State

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<sup>2</sup> Loans are limited to 50% of a person's fund balance and may not exceed \$50,000.

<sup>3</sup> By my calculation, a participant with an account balance of less than \$20,588 would pay more under the State's fee structure, and a participant with a balance of more than \$20,588 would pay less. The savings under the State's plan would increase as one's fund balance increased, the greater the balance (over \$20,588) the greater the savings.

Department of Administration. If the City moved to the State's plan, it would no longer require the services of Pacific Portfolio.

The DCC sent an email message to all employees regarding the possible move to the State's Plan. Employees were asked to respond with their questions and comments, and a number did so.

**THE DCC's RECOMMENDATION**

It was the consensus of the DCC that:

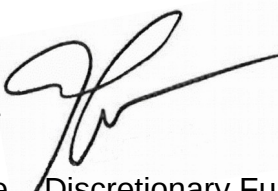
- Employees do not favor moving to the State's plan.
- The MetLife plan has better investment options.
- The loan provision in the City's plan is a valued feature.
- Local control of the plan is an important consideration.
- Cost savings, while important, do not outweigh the other factors.

After careful consideration, the DCC voted unanimously to recommend to the City Council that the City not move to the State's 457(b) Plan.

*City of Fairbanks*



**MEMORANDUM**

To: City Council Members  
From: Jim Matherly, City Mayor   
Subject: Request for Concurrence – Discretionary Fund Committee  
Date: September 21, 2022

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In June, two vacancies were created on the Discretionary Fund Committee, as two members' term limits were reached. To fill the one remaining vacancy, I hereby request your concurrence to the following **appointment**:

Seat B      Ms. Diana Borgeson      Term to Expire: June 30, 2025

Ms. Borgeson's application is attached.

Thank you.

dds/



## Board Details

The Discretionary Fund Committee acts in an advisory capacity to the City Council by reviewing applications from organizations applying for grant dollars and making recommendations for fund distribution. The primary purpose of discretionary grants is the promotion of the tourism industry and other economic development in the City of Fairbanks.

### Overview

**Size** 6 Seats

**Term Length** 3 Years

**Term Limit** 2 Terms

### Additional

#### Board/Commission Characteristics

The Discretionary Fund Committee consists of five community members and a Council person who functions as the Chair, all appointed by the Mayor. Each member serves a three-year term with a limit of two consecutive full terms.

#### Meetings

Discretionary Fund Committee Meetings are held annually in November, December, and January at City Hall in the Council Chambers. Please contact the Office of the City Clerk for meeting dates and times.

#### Enacting Legislation

FGC Chapter 74, Article V, Room Rental Tax

#### Enacting Legislation Website

<https://bit.ly/31mwjmD>

#### Joint Commission Details

N/A

#### Email the Commission Members

[discretionaryfundcommittee@fairbanks.us](mailto:discretionaryfundcommittee@fairbanks.us)

**Profile**

Diane  
First Name

Borgeson  
Last Name

[Redacted]  
Email Address

**Mailing Address**

[Redacted]

**Are you a City of Fairbanks resident? \***

No

[Redacted]  
Primary Phone

[Redacted]  
Alternate Phone

**Which Boards would you like to apply for?**

Discretionary Fund Committee: Submitted

**Interests and Experiences**

**Why are you interested in serving on a City board or commission? What experiences can you contribute to the benefit of the board or commission?**

I have served on several community nonprofits during my 40 years of living in Fairbanks. I have served on the boards of the Library Commission, Quota Club of Fairbanks, Interior Community Health Center and the Fairbanks Arts Association, to name a few. I have worked with the FAA on the Bed Tax Regrant committee.

**Please provide a brief personal biography in the space below, or attach a resume.**

I moved to Fairbanks in 1982 with my husband Cory and son Brad. Our next three children, Bret, Gavin and Nicole were born in Fairbanks. I worked for the Fairbanks Utility System, Fairbanks North Star Borough as Financial Specialist to the CFO, Interior Community Health Center as CFO and as a broker for Merrill Lynch.

**List any professional licenses or training you believe are relevant to the seat you are applying for.**

I have no current professional licenses, but I have extensive experience writing and reviewing grant applications through my experience with ICHC and the Borough and with the various nonprofit boards I have been on.



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – JULY 6, 2022  
HELD VIA ZOOM WEBINAR AND  
IN FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:00 p.m. on the above date to conduct a Regular Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via teleconference with **Chair Aldean Kilbourn (Seat C)** presiding and with the following members in attendance:

Members Present:                   George Dalton, Seat A  
  Janet Richardson, Seat D  
  Julie Jones, Seat E (Zoom)  
  Victoria Dowling, Seat G (5:04 p.m.)  
  Jeff Jacobson, Public Works Director (Zoom) (5:24 p.m.)

Absent:                               Michael Gibson, Seat B  
  Karen Erickson, Seat F (*Excused*)

Also Present:                       Rochelle Rodak, Deputy City Clerk II

**APPROVAL OF MEETING MINUTES**

a)     Regular Meeting Minutes of June 1, 2022

**G. Dalton**, seconded by **J. Richardson**, moved to APPROVE the meeting minutes.

**Chair Kilbourn** asked that this meeting reflect that Public Works Director, Jeff Jacobson had issues connecting to the June meeting telephonically and had not intended to be absent.

**Chair Kilbourn** took a voice vote on the motion to APPROVE the meeting minutes and all members voted in favor.

**APPROVAL OF AGENDA**

**V. Dowling**, seconded by **J. Richardson**, moved to APPROVE the agenda.

**Chair Kilbourn** added new Item (f) under New Business to address a recent issue at the Cemetery.

**Chair Kilbourn** took a voice vote on the motion to APPROVE the Agenda, as amended, and all members voted in favor.

**COMMUNICATIONS TO THE COMMISSION**

**Chair Kilbourn** shared that Brian Beal had wanted to attend the meeting but was not able to due to a family emergency.

## FINANCIAL REPORT

### a) June 2022 Fund Balance

**J. Jones** asked if the current balance reflected the most recent invoice for 32 markers, adding that she was concerned it may need modified. Deputy Clerk Rodak stated that she would investigate it.

## UNFINISHED BUSINESS

### a) Catholic Church Research Update

**V. Dowling** shared that she had been able to obtain permission to scan the Catholic Church records and that she had completed the task. She added that she would provide the file to Deputy Clerk Rodak to be circulated to the group.

### b) Markers Purchased with Capital Projects

**Chair Kilbourn** reported that the latest order of markers was currently in the final review process.

## NEW BUSINESS

### a) Cemetery Kiosk Quotes

**Chair Kilbourn** read the quote and expressed concern that using anything other than unbreakable plexiglass would ultimately result in replacement and higher overall cost.

**J. Jacobson** explained the proposed updates to the existing kiosk by removing the current face, which is screwed down, and replacing both sides with a piano-hinged pane of plexiglass that could be locked and opened for easier updating of information.

**G. Dalton**, seconded by **J. Richardson**, moved to APPROVE updating the 5th Avenue Kiosk with piano-hinged, unbreakable plexiglass frames that could be opened and secured.

**Chair Kilbourn** took a voice vote on the motion to APPROVE updating the 5th Avenue Kiosk, and all members voted in favor.

**V. Dowling**, seconded by **J. Richardson**, moved to APPROVE the removal of the quadrant frame on the second existing kiosk and replacing it with piano-hinged, unbreakable plexiglass frames that could be opened and secured.

**Chair Kilbourn** took a voice vote on the motion to APPROVE updating the quadrant frame on the second existing kiosk, and all members voted in favor.

**V. Dowling**, seconded by **J. Jones**, moved to APPROVE the construction of a third kiosk to include piano-hinged, unbreakable plexiglass frames that could be opened and secured, with cost not to exceed \$2,200.

**Chair Kilbourn** took a voice vote on the motion to APPROVE the construction of a third kiosk with cost not to exceed \$2,200, and all members voted in favor.

- b) Aldean Kilbourn Reimbursement for Cemetery Purchases totally \$63.38.

Alaska Industrial Hardware	Sealant	\$11.98
Office Max	Plastic Spacers	\$17.16
Fairbanks Block	Master Weld Adhesive	\$34.24

**J. Jones**, seconded by **V. Dowling**, moved to APPROVE the reimbursement to Aldean Kilbourn in the amount of \$63.38

**Chair Kilbourn** took a voice vote on whether to APPROVE the reimbursement to Aldean Kilbourn in the amount of \$63.38, and all members voted in favor.

- c) Ground Penetrating Radar Results & Update

- a) Elks

***K. Erickson** supplied a written update for the newly found Elk's members in the original agenda packet as she could not attend the meeting.*

- b) Infants

**J. Richardson** stated that there had never been an infant section identified in the Clay Street records or maps but added that the GPR seemed to have found a row of very small, child- or infant-sized graves in a previously unmarked and unmapped portion of the Cemetery. She added that it would be impossible to identify them based on lack of records and newspaper information.

- d) Returned Cemetery Tools

**Chair Kilbourn** shared that she had recently received many tools that had been stored in a former Commission member's garage. She added that those tools have been added to the storage shed at the Cemetery, noting that the adhesive may or may not be usable.

- e) 2021 Marker Placement

**Chair Kilbourn** stated that all the markers ordered in 2021 had been recently placed.

- f) Recent Issue at Cemetery

**J. Richardson** shared that the Public Works crew had recently mowed the lawn at the Cemetery, adding that there had not been the usual care afforded to the loosely placed markers and flags. She noted that many of the flags destroyed had been in place for over a year and some of them were still waiting for GPS coordinates after the Ground Penetrating Radar (GPR) had been done. She



stated she was not sure if they could be replaced without having the radar services performed again. **J. Richardson** went on to state that the employees she contacted had shared that there were homeless people camping on the adjoining property and actively harassing them as they worked.

**J. Jacobson** stated that he had not been made aware of the homeless situation and apologized for the mess and disruption to the progress that had been made. He indicated that the Public Works budget may be able to help cover the additional radar services. He suggested that a temporary GPS location be used to prevent the loss of the information in the future, either by using a map or taking a photo with GPS location services applied. He also stated that any sign of homeless camps needs to be reported to the Fairbanks Police Department (FPD) so that the eviction process can begin.

### NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, August 3, 2022, at 5:00 p.m.

### ADJOURNMENT

**Chair Kilbourn** declared the meeting ADJOURNED at 6:00 p.m.



Aldean Kilbourn, Chair



Rochelle Rodak, Deputy Clerk II

Transcribed by: RR



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – AUGUST 3, 2022  
HELD VIA ZOOM WEBINAR AND  
IN FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:00 p.m. on the above date to conduct a Regular Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via teleconference with **Chair Aldean Kilbourn (Seat C)** presiding via Zoom and with the following members in attendance:

Members Present:                   George Dalton, Seat A  
  Janet Richardson, Seat D  
  Julie Jones, Seat E (Zoom)  
  Karen Erickson, Seat F (Zoom) (5:05 p.m.)  
  Victoria Dowling, Seat G (Zoom)  
  Jeff Jacobson, Public Works Director (Zoom)

Absent:                               Michael Gibson, Seat B

Also Present:                       Rochelle Rodak, Deputy City Clerk II

**APPROVAL OF MEETING MINUTES**

a)       Regular Meeting Minutes of July 6, 2022

**V. Dowling**, seconded by **G. Dalton**, moved to APPROVE the meeting minutes.

**Chair Kilbourn** took a voice vote on the motion to APPROVE the meeting minutes and all members voted in favor.

**APPROVAL OF AGENDA**

**J. Richardson**, seconded by **G. Dalton**, moved to APPROVE the agenda.

**Chair Kilbourn** took a voice vote on the motion to APPROVE the Agenda and all members voted in favor.

**COMMUNICATIONS TO THE COMMISSION**

**Chair Kilbourn** shared that former Commission member Bill Robertson had passed away and asked that the Commission support the sending of a sympathy card to his widow, Betsy Robertson. Members agreed that it would be a good idea to send a sympathy card.

**FINANCIAL REPORT**

a)       July 2022 fund balance

**Chair Kilbourn** asked Deputy Clerk Rodak to speak to the financial reports; Deputy Clerk Rodak explained the funds presented and the reported expenditures. She added that there would be additional expenditures for the kiosk after the Commission assigns which account to pay from.

### UNFINISHED BUSINESS

a) Markers purchased with capital projects

**J. Jones** stated that the markers had already been paid for but there were some last-minute changes that required an additional proof to be sent out earlier that day.

**Chair Kilbourn** indicated that there may be another batch of markers ready to order soon.

b) Clarification on kiosk expenditures account

**J. Jones**, seconded by **K. Erickson**, moved to ASSIGN the previously approved costs for kiosk construction and upgrades to be paid from room rental tax grant funds.

**Chair Kilbourn** took a voice vote on the motion to ASSIGN the previously approved costs for kiosk construction and upgrades to be paid from the room rental tax grant funds, and all members voted in favor.

### NEW BUSINESS

a) Reimbursement for Aldean Kilbourn for the purchase of GPS marking flags (\$27.98)

**K. Erickson**, seconded by **J. Jones**, moved to APPROVE the reimbursement for Aldean Kilbourn to be paid from the room rental tax grant funds.

**Chair Kilbourn** took a voice vote on the motion to APPROVE the reimbursement for Aldean Kilbourn to be paid from the room rental tax grant funds, and all members voted in favor.

b) Homeless camps located in adjoining property and Clay Street parking lot

**Chair Kilbourn** gave an update on her conversation with the property agent, adding that the Fairbanks Police Department (FPD) had been authorized to remove the camps from the property. She asked about the camp that had been in the parking lot; **J. Jacobson** stated that it was removed.

c) GPR update

**J. Richardson** gave an update on the recent ground-penetrating radar (GPR) results, adding that they had relocated the graves where markers had been removed by the mower the previous month. She went on to explain the photo included in the agenda packet that showed the unmarked graves that appeared to be infants and children.

d) GPS Marking by Henry Irving

**J. Richardson** gave an update on the Global Positioning System (GPS) marking, noting that she and the City Surveyor, Henry Irving, had completed most of the north side of the Cemetery. She stated they had not marked the Pioneer's section because they had not performed GPR in that area.

e) Markers moved

**J. Richardson** acknowledged the assistance from Festival Fairbanks in moving markers that had been placed incorrectly.

**Chair Kilbourn** thanked **J. Jones** and her helpers for their assistance, adding that many projects would be nearly impossible without them.

f) Marker research update for 2022 budget

**Chair Kilbourn** stated that she currently has six markers identified and ready to order, adding that she was only missing small pieces of information to confirm many more.

**J. Richardson** shared that she had not been able to check on her current archive research but added that she had been contacted by someone in Seattle who was able to locate their great grandfather at Clay Street Cemetery. She stated that the person would like to pay for a marker and be present when it is placed.

g) Kiosks update

**J. Richardson** recognized City Carpenter Tim Renner for his fantastic work on the new Kiosk and for the updates he has already made to the existing kiosk.

h) Resignation of Victoria Dowling

**Chair Kilbourn** expressed her disappointment at losing V. Dowling as a member and the difficulties in finding competent volunteers. She asked Deputy Clerk Rodak about the eligibility requirements for members and whether those requirements could be waived or expanded to include members from outside the City limits. Deputy Clerk Rodak stated that she would investigate the requirements and ensure the vacancy was advertised.

i) Supports for damaged private markers

**Chair Kilbourn** spoke about using a metal frame to hold together some of the broken markers. **J. Jacobson** suggested that J. Jones may be a better contact for that project. **J. Jones** stated that she was waiting for a response from Interior Mobile Welding.

j) Markers in need of repair or leveling

**Chair Kilbourn** asked for suggestions on leveling the heavy markers that are sinking into the ground. **J. Jones** felt that a crew of four people could possibly level some of those family-owned markers by adding gravel or shims for support.

There was discussion regarding what could have caused the markers to become unlevel, including the large amount of precipitation the previous winter and the infestation of voles and carpenter ants.

### OPEN AGENDA

**K. Erickson** asked if the Masonic letter had been discussed at the previous meeting. **Chair Kilbourn** stated that they had not been able to contact anyone from the organization.

**J. Richardson** acknowledged the Public Works Department for their work on the roads within the Cemetery, as well as their work on the invasive rosehip plants and Russian sweet peas.

### NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, September 7, 2022, at 5:00 p.m.

### ADJOURNMENT

**Chair Kilbourn** declared the meeting ADJOURNED at 5:41 p.m.

  
Aldean Kilbourn, Chair

  
Rochelle Rodak, Deputy Clerk II

Transcribed by: RR