



FAIRBANKS CITY COUNCIL
AGENDA NO. 2017-08
REGULAR MEETING APRIL 24, 2017
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA

REGULAR MEETING

7:00 P.M.

1. ROLL CALL
2. INVOCATION
3. FLAG SALUTATION
4. CITIZENS COMMENTS, oral communications to Council on any item not up for Public Hearing. Testimony is limited to five minutes. Any person wishing to speak needs to complete the register located in the hallway. Normal 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, kindly silence all cell phones and electronic devices.
5. 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.
6. APPROVAL OF PREVIOUS MINUTES
 - *a) Regular Meeting Minutes of March 6, 2017

7. SPECIAL ORDERS

- a) The Fairbanks City Council, Sitting as a Committee of the Whole, will hear interested citizens concerned with the following Liquor License Applications for Renewal. Public Testimony will be taken and limited to five minutes.

Lic #	DBA	License Type	Licensee	Address
1377	Grizzli's	Beverage Dispensary	Wildeberry, LLC	44 College Road, Ste. B
4507	Miguel's Restaurant	Beverage Dispensary	Miguel's, LLC	1235 Airport Way, Ste. 1

- b) The Fairbanks City Council, Sitting as a Committee of the Whole, will hear interested citizens concerned with the following Liquor License Application for Transfer of Ownership. Public Testimony will be taken and limited to five minutes.

Type: Beverage Dispensary, License #1377
To: No DBA / Papa Sugar Daddy's, LLC
No Premises
From: Grizzli's / Wildeberry, LLC
44 College Road, Ste. B, Fairbanks, Alaska

- c) The Fairbanks City Council, Sitting as a Committee of the Whole, will hear interested citizens concerned with the following application for a new Retail Marijuana Store License. Public Testimony will be taken and limited to five minutes.

Type: Retail Marijuana Store, License #11869
DBA: Grass Station 49
Licensee/Applicant: The Grass Station, LLC
Physical Location: 1326 Cushman Street, Fairbanks, Alaska

8. MAYOR'S COMMENTS AND REPORT

9. UNFINISHED BUSINESS

- a) Ordinance No. 6044 – An Ordinance Amending Fairbanks General Code Section 70-134 Setting Design Standards for Roadways in Fairbanks. Introduced by Council Member Cleworth. **SECOND READING AND PUBLIC HEARING.**

- b) Ordinance No. 6045 – An Ordinance Amending Fairbanks General Code Section 2-232(a), Fairbanks Diversity Council Composition; Terms of Office. Introduced by Mayor Matherly. SECOND READING AND PUBLIC HEARING.

10. NEW BUSINESS

- *a) Resolution No. 4788 – A Resolution Awarding a Contract to Exclusive Paving for the Bjerremark Street Sidewalk Project ITB-17-04 in the Amount of \$229,752. Introduced by Mayor Matherly.
- *b) Resolution No. 4789 – A Resolution in Support of Senate Bill 100, An Act Relating to Municipal Liens. Introduced by Council Member Therrien.
- *c) Resolution No. 4790 – A Resolution in Support of House Bill 176, An Act Relating to Medical Assistance Reimbursement for Ground Emergency Medical Transportation Services. Introduced by Mayor Matherly.
- *d) Ordinance No. 6046 – An Ordinance Amending the 2017 Operating and Capital Budgets for the First Time. Introduced by Mayor Matherly.
- *e) Ordinance No. 6047 – An Ordinance Amending the 2017 Operating Budget to Fund the Fairbanks Firefighters Union Arbitration Award. Introduced by Council Member Therrien.
- *f) Ordinance No. 6048 – An Ordinance Authorizing and Directing Retention of the Property Known as the Polaris Building for Public Purpose Upon Tax Foreclosure. Introduced by Mayor Matherly and Council Member Pruhs.

11. DISCUSSION ITEMS (INFORMATION AND REPORT)

- a) Committee Reports

12. COMMUNICATIONS TO COUNCIL

- *a) Clay Street Cemetery Commission Meeting Minutes of March 1, 2017
- *b) Fairbanks Diversity Council Meeting Minutes of March 14, 2017
- *c) Appointments to the Public Safety Commission
- *d) Appointment to the Fact Finding Commission

13. COUNCIL MEMBERS' COMMENTS
14. CITY CLERK'S REPORT
15. CITY ATTORNEY'S REPORT
16. EXECUTIVE SESSION
 - a) AFL-CIO Labor Negotiations
 - b) IBEW Labor Negotiations
 - c) Gavora, Inc. v. City of Fairbanks, 4:15-CV-00015-SLG: to discuss litigation strategy
17. ADJOURNMENT



FAIRBANKS CITY COUNCIL
REGULAR MEETING MINUTES, MARCH 6, 2017
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA

The City Council convened at 7:00 p.m. on the above date, following a 5:30 p.m. Work Session on City Snow Removal and a 6:10 p.m. Work Session with the Fairbanks North Star Borough VISTA Volunteers, to conduct a Regular Meeting of the Fairbanks City Council 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: Joy Huntington, Seat A
June Rogers, Seat B
Valerie Therrien, Seat C
Jerry Norum, Seat D
Jerry Cleworth, Seat E
David Pruhs, Seat F

Absent: None

Also Present: Margarita Bell, Controller
Paul Ewers, City Attorney
D. Danyielle Snider, City Clerk
Jeff Jacobson, Public Works Director
Mike Meeks, Chief of Staff
Jim Styers, Fire Chief
Angela Foster-Snow, HR Director
Christina Rowlett, HR Admin
Mike Sanders, Housing & Homeless Coordinator

At Mayor Matherly's request, City Clerk Danyielle Snider read aloud the Mission Statement of the City of Fairbanks.

INVOCATION

The Invocation was given by City Clerk Danyielle Snider.

FLAG SALUTATION

Mayor Matherly led the Flag Salutation.

CITIZEN'S COMMENTS

Brittany Smart, 809 Pioneer Way, Fairbanks – Ms. Smart spoke to how nice the Iditarod restart was and what a nice day it was. She thanked all of those who volunteered to help at the event.

Mayor Matherly thanked the Fairbanks North Star Borough (FNSB) for all their efforts in spreading the word about event logistics.

Charity Gadapee, 1576 Madeline Street, North Pole – Ms. Gadapee stated she is the Director of Visitor Services at Explore Fairbanks. She spoke to the many events in 2016 that brought visitors to the City. She thanked all the volunteers who helped make the events successful.

Meagan Scheer, 1845 Caribou Way, Fairbanks – Ms. Scheer thanked the Council for holding the Work Session on the VISTA program. She thanked the Public Works department for plowing the roads, making it safer for students to get to and from school. She stated she is an Independent Living Advocate working with high school students who are getting ready to transition into the work force. Ms. Scheer stated she met some students at Chinook Charter School, and she spoke to the community engagement projects that they are working on.

Mr. Cleworth asked about the ages of the students she works with. Ms. Scheer stated they must be in high school and must be between 16 and 22 years old to qualify for the program.

Frank Turney, 329 6th Avenue, Fairbanks – Mr. Turney stated that he hopes Public Works Director Jeff Jacobson gets the funding to have his crews remove all the snow from City streets. Mr. Turney thanked Mr. Cleworth for the pocket Constitution he gave to him. He asked the Council to support the state legislation to give back Permanent Fund Dividends to those who have been wrongfully convicted.

Victor Buberger, P.O. Box 58192, Fairbanks – Mr. Buberger complimented the Public Works Department for their efforts to get the snow removed from the streets. He stated the sidewalks need to get cleared too because he almost hit someone who was walking on the road in the dark. He spoke to the need for public restrooms in the City of Fairbanks. He stated the City has money for all sorts of other things and that the Council needs to look under rocks to find money to build a public restroom.

Darlene Herbert, 906 Woodlawn Road, Fairbanks – Ms. Herbert spoke to a recent incident where the police raided a drug house. She stated she got her granddaughter off of heroin, and she is still clean today. She stated the police need to have compassion and understanding when dealing with addicts.

Mary Mitchell, P.O. Box 35053, Fairbanks – Ms. Mitchell stated she is in attendance to speak to the Bojangles liquor license because one of her family members was injured at the establishment. She stated she has not received any kind of an update from the police department about the case. Ms. Mitchell stated the owner of Bojangles should be held responsible for not providing proper security and preventative measures at his bar. Ms. Mitchell requested that the Fairbanks Police Department (FPD) contact her family with a case update.

Mr. Cleworth explained that when the City Council protests a license to the Alcohol and Marijuana Control Board they usually uphold the protest, but it is not a guarantee.

Nikita Kelly, 328 Wedgewood Drive, #E18, Fairbanks – Ms. Kelly thanked Chief of Police Eric Jewkes for addressing the issue with the Bojangles bar. She stated that Michael Hodges was taken too soon, and he left behind a nine-month-old baby boy. Ms. Kelly stated the same person owned Rock-N-Rodeo where another young father was gunned down. She stated that stricter regulations need to be in place for liquor licenses, and those regulations need to be enforced.

Ms. Therrien apologized for Ms. Kelly's loss and asked if she sought legal action against the bar owner. Ms. Kelly replied that she did not seek legal action; she stated she was advised that it would be pointless because the owner did not carry liability insurance. She stated the owner carried only property insurance, and she did not need the items that were inside the bar.

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

APPROVAL OF AGENDA AND CONSENT AGENDA

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

Ms. Therrien pulled Resolution No. 4781 from the Consent Agenda.

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

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

APPROVAL OF PREVIOUS MINUTES

a) Regular Meeting Minutes of January 9, 2017.

APPROVED on the CONSENT AGENDA.

SPECIAL ORDERS

a) The Fairbanks City Council, Sitting as a Committee of the Whole, heard interested citizens concerned with the following Appeal of Denied Application for New Chauffeur License:

Applicant: Stephen R Hunt

Ms. Huntington, seconded by **Mr. Cleworth**, moved to GRANT the Chauffeur Appeal.

Stephen Hunt, 1209 Warren Street, Fairbanks – Mr. Hunt stated he was in attendance to appeal the decision of the Clerk's Office to deny him a chauffeurs license. He explained that he lost his driver's license in Arizona because he forgot to pay a traffic citation before moving to Alaska; he stated that in Arizona, that is grounds for license revocation. Mr. Hunt stated he would like the opportunity to be a hard-working, law-abiding citizen and get a job driving a cab. He stated he is looking for compassion and understanding.

Ms. Huntington asked Mr. Hunt if he has participated in any rehabilitation programs since 2007. Mr. Hunt replied that he was sitting on the side of the road when he received his DUI, even though he passed the field sobriety tests. **Ms. Huntington** asked Mr. Hunt about the charges of child abuse that were on his record. Mr. Hunt stated he left his sleeping son in the car

while he ran into the store to grab something; he stated a police officer cited him for child abuse. He stated he completed probation and took the classes required by the State of Arizona.

Ms. Therrien asked City Attorney Paul Ewers if the charge of possession of drug paraphernalia would be reason for denying the license. Mr. Ewers replied that it is not a reason for denial. **Ms. Therrien** asked Mr. Hunt about the possession of burglary tools conviction. Mr. Hunt stated that he shoplifted and drove away in his car; he stated that his vehicle was considered a burglary tool.

Ms. Rogers asked Mr. Hunt what it was that brought him to Fairbanks. Mr. Hunt stated he has a good support system in Fairbanks.

Victor Buberger – Mr. Buberger spoke against the Council being the judge and jury on chauffeur appeals.

Kara Carlson, 782 7th Avenue, Fairbanks – Ms. Carlson stated she would be concerned about Mr. Hunt driving a cab because of all the other charges on his record. She expressed her concern as a citizen for him being able to pick up fares.

Darlene Herbert – Ms. Herbert stated Mr. Hunt sounds like he sincerely wants to make a fresh start, and the Council should give him a chance.

Meagan Scheer – Ms. Scheer stated she believes in fresh starts, but as a citizen of the City she did not think Mr. Hunt should be driving a cab based on his past.

Frank Turney – Mr. Turney echoed Mr. Buberger's comments about the Council being the judge and jury on chauffeur license appeals.

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

Ms. Therrien voiced her concern for the safety of citizens; she stated that she wants people to feel safe when they get into a cab.

Ms. Huntington agreed with Ms. Therrien and stated that Mr. Hunt's criminal history puts the public's safety at risk. She spoke against granting the appeal.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO GRANT THE CHAUFFEUR LICENSE APPEAL AS FOLLOWS:

YEAS: None
NAYS: Therrien, Rogers, Pruhs, Norum, Huntington, Cleworth
Mayor Matherly declared the MOTION FAILED.

b) Memorandum to Clarify the Council's Protest of Liquor License No. 2847.

Lic #	DBA	License Type	Licensee	Premises Address
2847	Bojangles	Beverage Dispensary	Scruff-N-Pork's, Inc.	1351 Cushman Street

Ms. Therrien, seconded by **Mr. Pruhs**, moved to APPROVE the Memorandum.

Mr. Pruhs spoke against approving the memo stating that Mr. Hatcher should not be able to sell his license, take the money and run.

Mr. Cleworth stated he hopes that the State upholds the City's protest and does not overturn it.

Chief of Staff Mike Meeks stated he spoke to Mr. Hatcher. He stated that Mr. Hatcher is leaving town and not coming back because he believes his name is mud in Fairbanks. Mr. Meeks stated Mr. Hatcher provided him with the unsigned contract for the sale of the liquor license.

Ms. Therrien stated she does not think that Mr. Hatcher should be allowed to have a continuation of his liquor license and that she would like to hear if others feel the same way. She disclosed that (as an attorney) she represents Grizzli's.

Ms. Huntington stated that she agrees with Ms. Therrien. She stated that while it is good to give someone a second chance, this business owner has a history of putting the public at risk. She stated Mr. Hatcher should not profit from selling his license; she stated that the sale could be to someone he knows who may follow the same business model.

Ms. Rogers stated that she shares the same concerns as Ms. Huntington and Ms. Therrien. She stated that the most serious concern for her would be with Mr. Hatcher selling his license to someone he is close to who would operate a business much like he did.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE BOJANGLES MEMO AS FOLLOWS:

YEAS: None
NAYS: Norum, Cleworth, Rogers, Huntington, Therrien, Pruhs
Mayor Matherly declared the MOTION FAILED.

c) The Fairbanks City Council, Sitting as a Committee of the Whole, heard interested citizens concerned with the following Liquor License Applications for Renewal:

Lic #	DBA	License Type	Licensee	Premises Address
4458	Iris Café and Saloon	Beverage Dispensary – Tourism	J & Y Enterprises, Inc.	900 Noble Street
4464	Fred Meyer #224	Package Store	Fred Meyer Stores, Inc.	930 Old Steese Hwy

Ms. Huntington, seconded by **Mr. Pruhs**, moved to WAIVE PROTEST on the Liquor License Applications for Renewal.

James Evans, 900 Noble Street, Fairbanks – Mr. Evans stated he has owned the restaurant and hotel for over ten years and that he is attendance in case the Council has any questions.

Ms. Huntington asked Mr. Evans to speak to his policy on dealing with chronic inebriates at his business. Mr. Evans stated the hotel employees do the best that they can, and sometimes they

have to call the police due to an intoxicated patron. **Ms. Huntington** asked how many calls stem from the café; Mr. Evans replied that it is less than one percent of the total calls to the location.

Mr. Pruhs stated that Fred Meyer has way more police calls than the Iris Café and that Mr. Evans is a reputable owner.

Frank Turney – Mr. Turney stated the Iris Café has wonderful food, and he tells visitors to check it out. He stated the owner does a good job managing the hotel and that the Council should approve the license renewal.

Megan Scheer – Ms. Scheer stated she was attacked at the Golden Nugget Hotel; she stated that the police officer told her it is not a safe area and that she should stay out of the area. Ms. Scheer stated she did not think that was an acceptable response.

Victor Buberger – Mr. Buberger stated the restaurant is great but that the hotel is not a safe place to be. He stated he has been to the Iris Café many times, and the food is excellent.

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

Ms. Therrien asked if there are more calls to the hotel or to the café. **Mayor Matherly** stated the Chief of Police Eric Jewkes was not in attendance to respond to Ms. Therrien's question.

Mr. Cleworth stated that the site has an officer call out every three days, and it shows how much the FPD is needed. He spoke to the problems that alcohol causes in families and with citizens.

Mayor Matherly pointed out that the FPD did not recommend a protest on the license.

Ms. Rogers stated she has tremendous respect for Chief Jewkes, but that there was no recommendation to protest the Bojangles license either.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO WAIVE PROTEST ON THE LIQUOR LICENSE APPLICATIONS FOR RENEWAL AS FOLLOWS:

YEAS: Rogers, Norum, Therrien, Pruhs, Cleworth, Huntington

NAYS: None

Mayor Matherly declared the MOTION CARRIED.

MAYOR'S COMMENTS AND REPORT

Mayor Matherly stated that one of his biggest priorities is to work on opening the sobering center because it will save lives. He stated the facility will have 18-25 beds and is located on Airport Way. He stated the facility would be grant-funded for the first three years and that he hopes it will be sustainable even after the grant funds are gone. He shared that the center will open by June 30. **Mayor Matherly** spoke to the change to the Council Chambers entrance for Council meetings, and he asked everyone to enter through the back door to avoid distraction. He

commended HR Director Angela Foster-Snow for her work at the City and asked her to come forward to introduce someone.

HR Director Angela Foster-Snow thanked the Council for approving the hiring of the Housing and Homeless Coordinator, and she introduced Mike Sanders. She stated Mr. Sanders has a PhD in public administration and a Master's Degree in management.

Mr. Sanders thanked the Council for approving his position. He stated his family has lived here for two months, and they like it so much they may stay permanently. Mr. Sanders stated the sobering center is a wonderful thing and that he would like to start visiting homeless camps as soon as possible.

Mayor Matherly called for a five minute recess.

NEW BUSINESS

- a) Resolution No. 4781 – A Resolution Amending the Schedule of Fees and Charges for Services by Adjusting Garbage Collection Rates. Introduced by Mayor Matherly.

Mr. Pruhs, seconded by **Mr. Cleworth**, moved to APPROVE Resolution No. 4781.

Ms. Therrien asked for a staff report. City Controller Margarita Bell stated that 62% of the garbage collection rate increase is due to the Borough's increase to tipping fees.

Mr. Cleworth stated that the City is required to pass on rate increases to citizens, but that garbage collection fees have not been raised in two years. He explained the reasoning behind the tipping fee increase.

Brittney Smart – Ms. Smart stated that tipping fee increases are proposed every year to ensure sustainability. She spoke to other issues that may drive rates up in the future.

Mr. Cleworth asked Ms. Smart if she would do some research on the history of tonnage that is received the landfill. He stated that he suspects the tonnage has been decreasing.

Ms. Rogers asked whether any consideration has been given to decreasing garbage pickup to less than once per week.

Mr. Cleworth stated that since garbage collection is essentially a tax, it needs to be tended to weekly. He added that trash would become a problem if collection occurred less than weekly.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE RESOLUTION NO. 4781 AS FOLLOWS:

YEAS: Huntington, Cleworth, Rogers, Matherly

NAYS: Norum, Therrien, Pruhs

Mayor Matherly declared the MOTION CARRIED and Resolution No. 4781 APPROVED.

DISCUSSION ITEMS

a) Committee Reports

Polaris Work Group – **Mr. Pruhs** spoke to the progress happening with the Polaris Building and stated that things are looking favorably for the project.

Sobering Center Group – **Mayor Matherly** stated the group is very active and is meeting every other week.

COMMUNICATIONS TO COUNCIL

a) Clay Street Cemetery Commission Meeting Minutes of January 4, 2017

ACCEPTED on the CONSENT AGENDA.

b) Clay Street Cemetery Commission Meeting Minutes of February 1, 2017

ACCEPTED on the CONSENT AGENDA.

COUNCIL MEMBERS' COMMENTS

Mr. Norum stated that he has a medical issue that needs to be addressed, and he requested to be excused from the Regular City Council Meeting of March 20, 2017.

Mayor Matherly called for objection to Mr. Norum's request to be excused on March 20, 2017, and, hearing none, so ORDERED.

Mr. Cleworth asked the Finance Department to put a statement on garbage bills to help explain the increase. He spoke to the issue of the City plowing sidewalks and stated it is not the City's responsibility to clear sidewalks for businesses or residences. **Mr. Cleworth** spoke in support of an up-to-date snow removal schedule on the City's website so that citizens know when plow trucks are going to be in their neighborhood.

Mr. Pruhs stated he would like to see insurance policies for bars when they are up for renewal. He spoke to the importance of having the proper insurance in that line of business.

Ms. Therrien stated that she has set a meeting with the City's lobbyist to get updated on what is happening in the State Legislature. She agreed with Mr. Pruhs that bar owners should carry liability insurance. She stated she would not be physically present for the March 20, 2017 Council meeting, and she asked for the Clerk to make arrangements for her to call in.

Ms. Rogers stated she would like to participate in the legislative update meetings. She stated she would be calling in to the first Council meeting in April. She asked whether there is any limit on the number of times a Council Member may attend meetings telephonically.

City Attorney Ewers stated that there are limitations outlined in the Fairbanks General Code in regard to teleconferencing and physical absences; he stated, however, that it is a very complicated issue. He stated that the short answer is that there is not a concern unless a member is not physically present for more than two consecutive meetings.

Ms. Rogers spoke in favor of Representative Scott Kawasaki's bill to pay PFDs to those who have been wrongfully incarcerated. She stated that she would like to see the Council introduce a resolution to support the legislation.

Ms. Huntington congratulated FPD Sergeant Greg Foster on his recent promotion to Lieutenant. She acknowledged how well the department handled the release of footage of the Richard's shooting to the public. She wished Mr. Norum well on his upcoming surgery. She requested that legislative meeting information be sent to all Council Members.

Mr. Cleworth stated he would like to discuss insurance requirements for liquor license establishments at the next Finance Committee meeting. He stated he believes the State should have some regulations regarding insurance.

Mr. Pruhs explained that the legislative committee was formed as a collaborative effort between him and the City lobbyists to keep the Council more informed as to what is going on in Juneau.

ADJOURNMENT

Mr. Pruhs, seconded by **Mr. Norum**, moved to ADJOURN the meeting.

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

Mayor Matherly declared the meeting adjourned at 9:22 p.m.

JIM MATHERLY, MAYOR

ATTEST:

D. DANYIELLE SNIDER, CMC, CITY CLERK

Transcribed by: EB



City of Fairbanks

Office of the City Clerk

800 Cushman Street

Fairbanks, AK 99701

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

MEMORANDUM

TO: Mayor Jim Matherly and City Council Members

FROM: D. Danyielle Snider, CMC, City Clerk 

SUBJECT: Liquor License Renewals

DATE: April 18, 2017

Notice has been received from the State Alcohol & Marijuana Control Office (AMCO) for the following liquor license renewals:

Lic. #	DBA	License Type	Licensee	Premises Address
1377	Grizzli's	Beverage Dispensary	Wildeberry, LLC	44 College Road, Ste. B
4507	Miguel's Restaurant	Beverage Dispensary	Miguel's, LLC	1235 Airport Way, Ste. 1

Pursuant to FGC Sec. 14-178 the Council must determine whether or not to protest liquor license renewals after holding a public hearing.

Per the Council's request, the Police Department has included a call report for each location (attached); however, Chief Jewkes is not recommending a protest for any of the renewals.

There are no departmental protests to the above-listed license renewals. Please contact me if you need any further information.

CITY OF FAIRBANKS PUBLIC SAFETY

Grizzli`s 44 College Rd Ste. B 03/27/2016 - 03/27/2017

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
16002137	07/11/2016 17:31	THEFT - DELTA	44-B COLLEGE RD	O11	RPT	07/11/2016 18:13:31

Total Number of Events Listed: 1

CITY OF FAIRBANKS PUBLIC SAFETY

Miguel's Restaurant 1235 Airport Way Ste. 1 03/27/2016 - 03/27/2017

Report #	Call Time	Nature	Business Name	Location	Prime Unit	Disp.	Close Time
17-000370	02/05/2017 09:34	BURGLARY - BRAVO	MIGUELS RESTAURANT	1235 AIRPORT WAY	O9	RPT	02/05/2017 12:07
16-002370	08/02/2016 08:49	BURGLARY - BRAVO	MIGUELS RESTAURANT	1235 AIRPORT WAY	O22	RPT	08/02/2016 12:59
	07/11/2016 15:56	DISTURBANCE - PHYSICAL - DELTA	MIGUELS RESTAURANT	1235 AIRPORT WAY	O26	NRP	07/11/2016 16:10
16-003213	10/16/2016 17:09	PAST VEHICLE THEFT - BRAVO	BAMBOO PANDA	1235 AIRPORT WAY	O30	RPT	10/16/2016 17:50
	06/17/2016 14:09	INCAPACITATED PERSON	BAMBOO PANDA	1235 AIRPORT WAY	CSP	CSP	06/17/2016 14:26
	10/01/2016 07:46	SUSPICIOUS VEHICLE - CHARLIE	SHOPPERS FORUM	1235 AIRPORT WAY	O22	NRP	10/01/2016 08:15
	06/17/2016 13:17	INCAPACITATED PERSON	SHOPPERS FORUM	1235 AIRPORT WAY	CSP	CSP	06/17/2016 13:17
	01/31/2017 10:37	DUI - PARKED - CHARLIE		1235 AIRPORT WAY	O22	NRP	01/31/2017 10:57

Total Number of Events Listed: 8

MEMORANDUM

City Clerk's Office

D. Danyielle Snider, CMC, City Clerk

TO: Mayor Jim Matherly
City Council Members

FROM: D. Danyielle Snider, CMC, City Clerk

SUBJECT: Transfer of Liquor License Ownership

DATE: April 18, 2017



An application has been received from the State Alcohol and Marijuana Control Office (AMCO) for transfer of ownership for the following liquor license applicant:

License Type: Beverage Dispensary, License #1377
D.B.A.: No DBA
Licensee/Applicant: Papa Sugar Daddy's, LLC
Agent: Curtis Hatcher, President
Physical Location: No Premises

From: Grizzli's / Wildeberry, LLC
44 College Road, Ste. B, Fairbanks

Pursuant to FCG Sec. 14-178, the Council must determine whether or not to protest the liquor license action after holding a public hearing.

I have included an email from City Tax Specialist Howard Zach which contains additional background information on this liquor license.

Please note that there are **no departmental protests** for the transfer of this license.

Dani Snider

From: Howard L. Zach
Sent: Wednesday, March 29, 2017 4:10 PM
To: Dani Snider
Cc: Carmen G. Randle
Subject: Transfer Grizzli's to Papa Sugar Daddy's Alc license

Dani,

I have some background information about Grizzli's and Curtis Hatcher DBA – Papa Sugar Daddy's LLC. License number 1377.

Mr. Robert Hannum, (Wildeberry LLC) doing business as Grizzli's (in the old Food Factory building) opened in August 2016. Grizzli's paid alcohol tax for August, September and October 2016. Grizzli's paid a total of \$1,912.81 in alcohol tax, interest and penalties. I made several visits to Grizzli's and talked with Mr. Hannum about the November and December 2016 filings and payments. Each time he told me that his daughter is taking care of the alcohol tax and she would be in to file and pay. This never happened. Once Grizzli's closed (end of December 2016), the City could not place a lien on the alcohol license as the unpaid amount of tax was not known.

Mr. Curtis Hatcher came into my office and asked if he could file and pay Grizzli's alcohol tax for November and December 2016. He was told that he could and it is my understanding that he filed and paid the alcohol tax and penalty at that time. The total alcohol tax and penalty paid by Mr. Hatcher was \$405.07. The City doesn't know if the amounts paid by Mr. Hatcher are correct or not as the City has not audited any of Grizzli's records. The monthly amounts paid by Mr. Hatcher are a little lower than paid by Grizzli's for August, September and October 2016 but I would expect a decrease in alcohol sales and food sales because the restaurant closed at the end of December 2016. If alcohol sales and food sales were higher during November and December 2016, Grizzli's probably would not have closed.

Curtis indicated to me that he wanted the alcohol license back, as it was not totally paid for, and he wanted to recover the remaining amount owed. Curtis told me that he was planning on moving to Nevada to operate a business that he had purchased.



Howard Zach, Tax Specialists
Contractor - Business License, Sales Tax Auditor
800 Cushman Street, Fairbanks, Alaska 99701
hzach@fairbanks.us
907-459-6775 · www.fairbanksalaska.us




MEMORANDUM

City of Fairbanks Clerk's Office

D. Danyielle Snider, City Clerk

TO: Mayor Jim Matherly
City Council Members

FROM: D. Danyielle Snider, CMC, City Clerk 

SUBJECT: Application for New Retail Marijuana Store License

DATE: April 18, 2017

Attached you will find a notification from the Alcohol and Marijuana Control Office (AMCO) of an application for a new Retail Marijuana Store License and additional information for the following applicant:

License #: **10869**
License Type: **Retail Marijuana Store**
D.B.A.: **GRASS STATION 49**
Licensee/Applicant: **The Grass Station, LLC**
Physical Location: **1326 Cushman Street, Fairbanks, Alaska**

Pursuant to 3 AAC 306.060, the Council may file a protest on a new marijuana establishment license within 60 days of receipt of application notice from AMCO; the 60-day deadline for the City's response is May 15, 2017.

A notice of the date, time and place of the public hearing has been mailed to all property owners within 500 feet of the marijuana establishment and will be advertised in the Fairbanks Daily News Miner on April 21, 2017.

The Building Department recommends protest of this license until a Certificate of Occupancy is issued. There are no other departmental protests for this license.



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

RECEIVED
MAR 17 2017

DATE: 03/16/2017

FROM: CITY CLERK'S OFFICE

CITY CLERKS OFFICE

RE: MARIJUANA LICENSE ACTION – NEW RETAIL LICENSE APPLICATION

DATE NOTICE RECEIVED AT CLERKS OFFICE: 03/16/2017 (60 DAY DUE DATE 05/15/2017)

DATE RESPONSE DUE: 04/18/2017 for City Council Meeting of 04/24/2017

License #: 10869
License Type: Retail Marijuana Store
D.B.A.: GRASS STATION 49
Licensee/Applicant: The Grass Station, LLC
Physical Location: 1326 Cushman Street, Fairbanks, Alaska

Corp/LLC Agent:	Mailing Address	Phone	Date and State of Ltd Partner/Corp	Good standing?
The Grass Station, LLC Gary Evans	814 Goldmine Trail Fairbanks, AK 99712	907-460-0398	07/08/2016 – Alaska	Yes

Member/Officer/Director:	DOB	Mailing Address	Phone	Title/Shares (%)
Gary Evans	03/22/1995	814 Goldmine Trail Fairbanks, AK 99712	907-460-0398	Member/50%
Mason Evans	07/28/1992	814 Goldmine Trail Fairbanks, AK 99712	907-590-1367	Member/50%

ADDITIONAL COMMENTS:

NO PROTEST:
COMMENTS

PROTEST REASONS: UNTIL CERTIFIED DATE OF OCCUPANCY IS ISSUED

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.



MEMORANDUM

TO: City of Fairbanks Council
FROM: D. Christine Nelson, AICP *DCN*
Community Planning Director
DATE: March 30, 2017
SUBJECT: Grass Station 49 – Retail Store License #10869

A “retail marijuana store” is a listed permitted use in the General Commercial (GC) zoning district pursuant to FNSBC 18.64.020.A.78. The applicant was issued a zoning permit # 17645 to use 2,360 square feet of an existing building for such a facility.

The proposed marijuana establishment is **not** located within any known sensitive use buffers listed in FNSBC 18.96.240.A.3. However, one lot containing a sensitive use with a 100-foot buffer per FNSBC 18.96.240.A.3.c is located within 500-feet of the facility. Pacific Rim Counseling, Inc. is a “state licensed substance use treatment provider or facility providing substance abuse use treatment.” It is now located approximately 410 feet to the northeast on TL-9, Rickert Subdivision (1211 Cushman Street) after moving from Lot 1, Block 20, Rickert Subdivision (627 Gaffney Road) prior to a site visit by Staff on August 24, 2016.

In addition, one zone lot containing a sensitive use with a 500-foot buffer per FNSBC 18.96.240.A.3.a is located approximately 550-feet from the proposed marijuana establishment. Lions Playground is a FNSB-owned public playground located on a triangular lot between Turner Street, Mary Ann Street and 15th Avenue to the southwest of the proposed marijuana establishment.

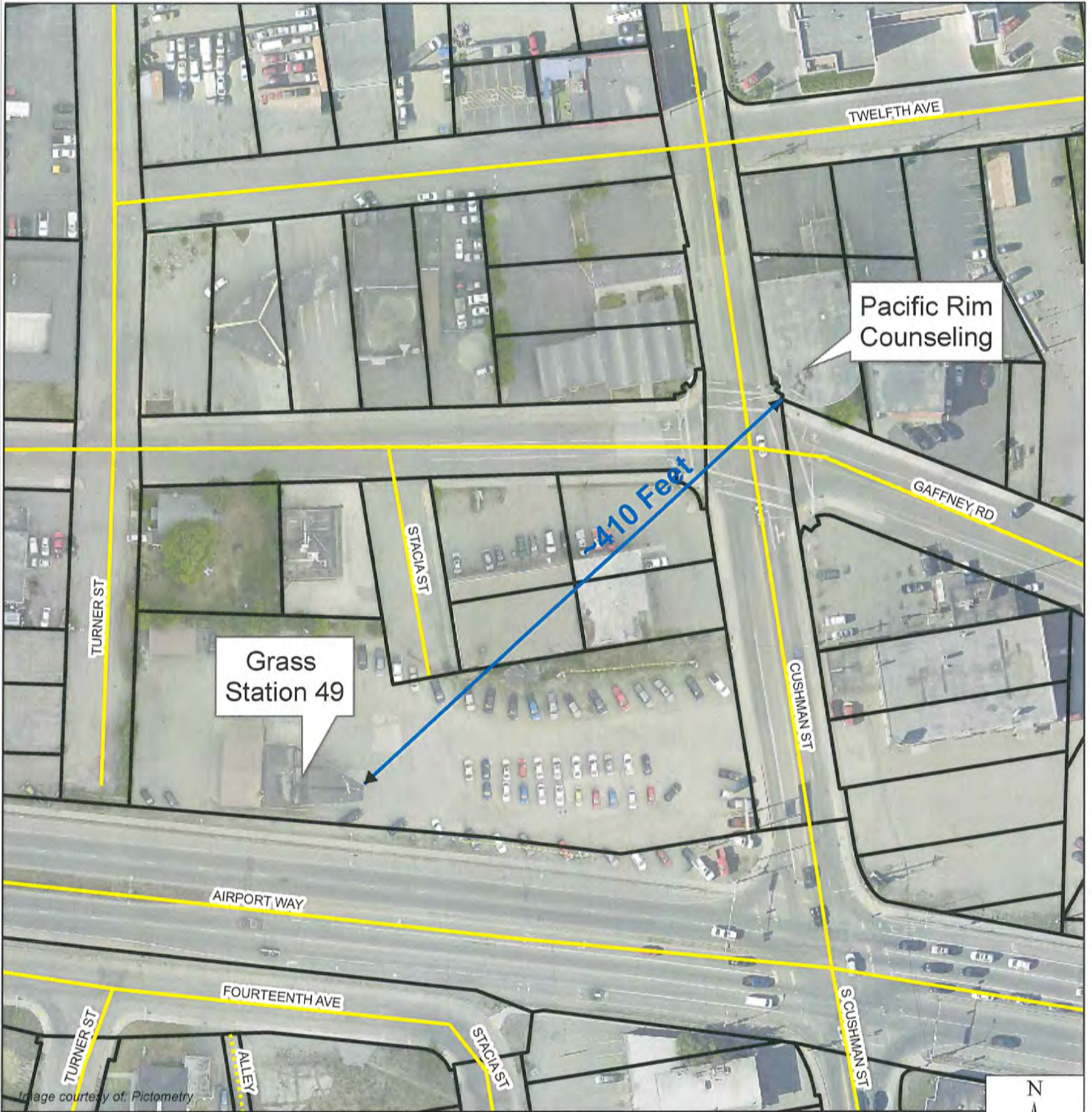
However, the retail marijuana establishment is located across Airport Way, which is a controlled-access facility in that location. FNSBC 18.96.240.A.3.e. states that “buffer distance measurements shall not extend beyond the nearest ordinary high water (OHW) mark of a river or lake or beyond the nearest edge of a right-of-way (ROW) of a controlled access facility.” Therefore, the 500-foot buffer for the playground does not extend across Airport Way to affect the proposed retail marijuana establishment.



Fairbanks North Star Borough

Generic Report

Printed on: 03/30/2017



Sensitive Uses Within 500-feet

GRASS STATION 49
Marijuana License - New - #10869
Retail Store



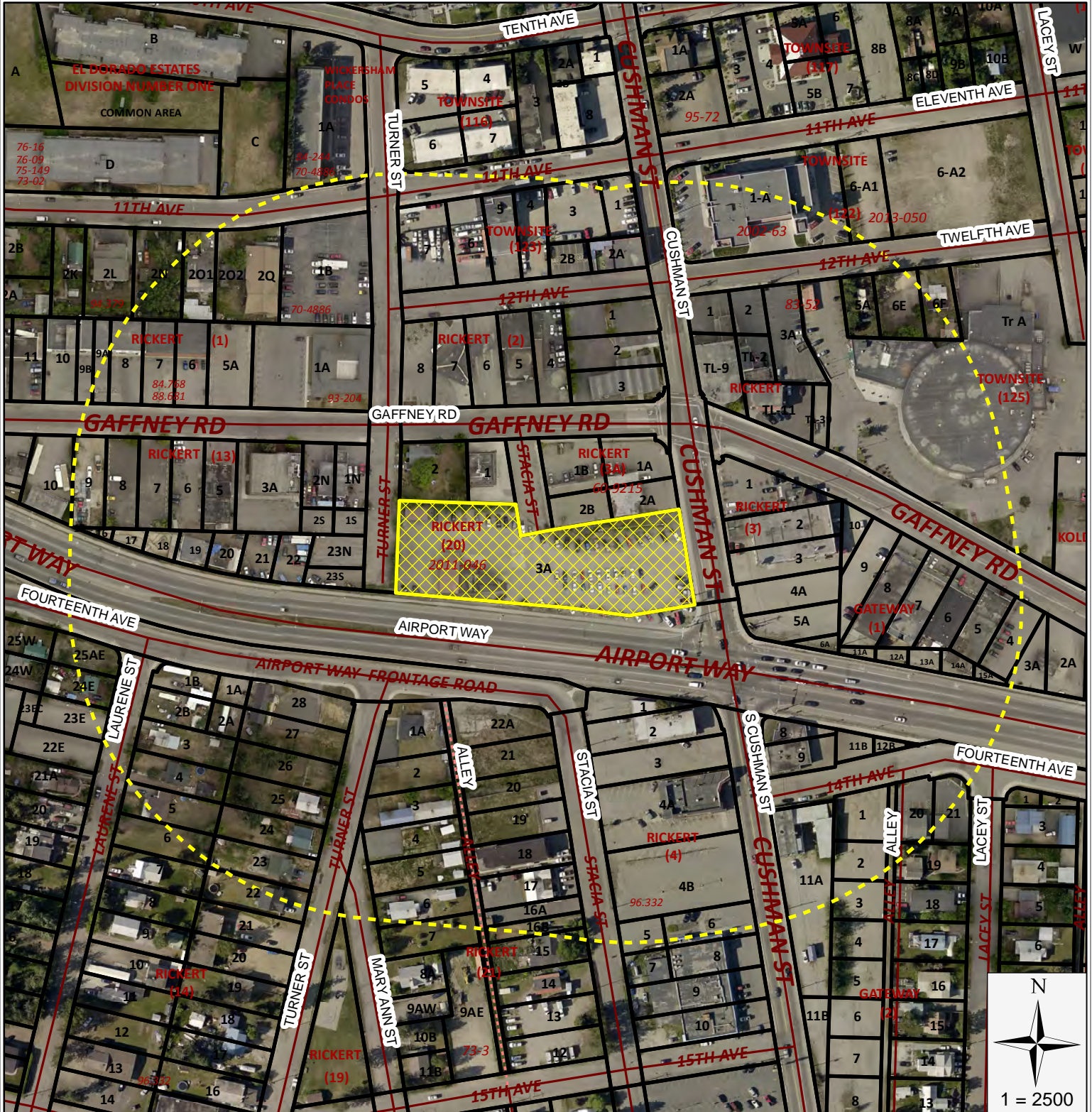


Fairbanks North Star Borough

All Data Report

PAN# 0631777

Printed on: 03/16/2017

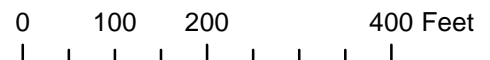


Property Information for PAN#: 0631777

PROPERTY DESCRIPTION: RICKERT, BLOCK: 20, LOT: 03A
 OWNER: Red Stripe Llc
 SITUS ADDRESS: 1326 Cushman St
 ZONING: GC (100%)
 COMMUNITY PLANNING PERMITS:
 Zoning: 17645
 Zoning: 17646

500' Buffer Map

GRASS STATION 49
Marijuana License - New - #10869
Retail Store



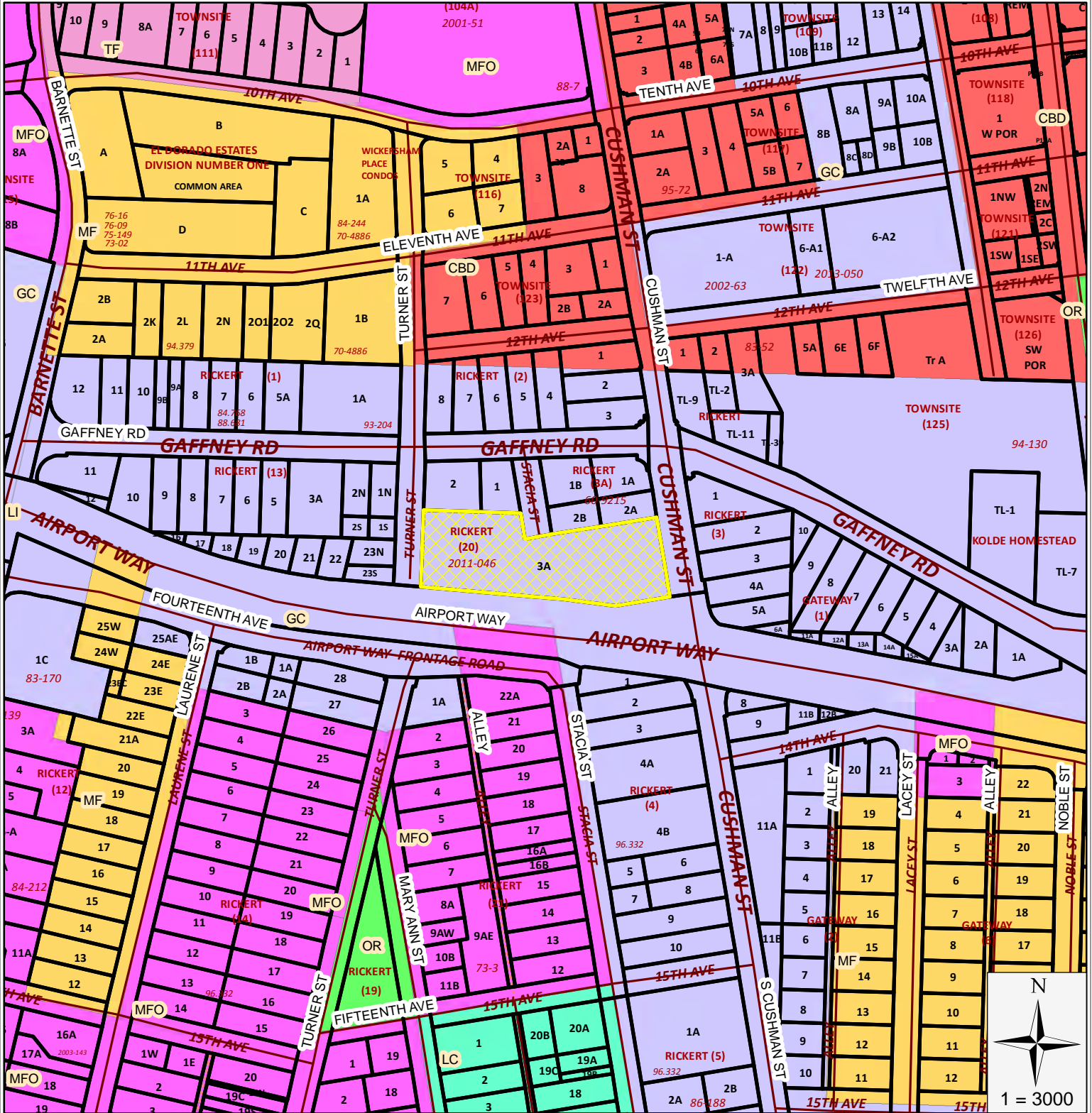


Fairbanks North Star Borough

All Data Report

PAN# 0631777

Printed on: 03/16/2017

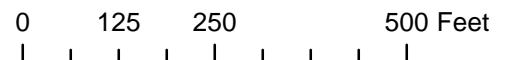


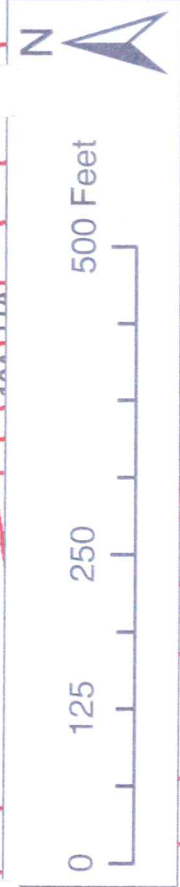
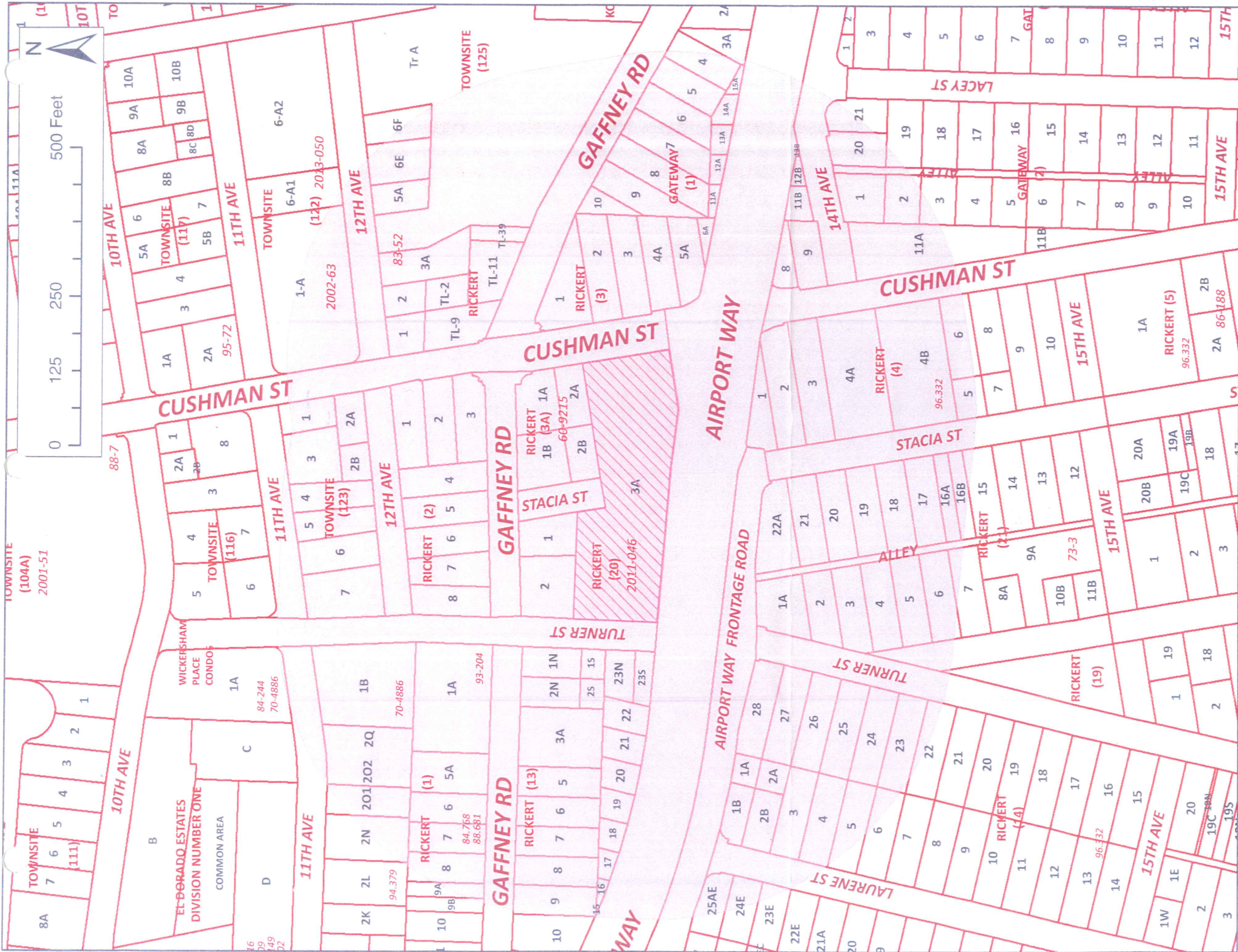
Property Information for PAN#: 0631777

PROPERTY DESCRIPTION: RICKERT, BLOCK: 20, LOT: 03A
 OWNER: Red Stripe Llc
 SITUS ADDRESS: 1326 Cushman St
 ZONING: GC (100%)
 COMMUNITY PLANNING PERMITS:
 Zoning: 17645
 Zoning: 17646

Proximity and Zoning Map

GRASS STATION 49
 Marijuana License - New - #10869
 Retail Store





See Map Key for Property Description

MAP KEY

Townsite Block 123

- Lot 1- State Farm Insurance
- Lot 2A- State Farm Insurance
- Lot 2B- State Farm Insurance
- Lot 3- State Farm Insurance
- Lot 4- State Farm Insurance
- Lot 5- State Farm Insurance
- Lot 6- Alaska Integrate
- Lot 7- Alaska Integrate

Rickert Block 2

- Lot 1- Yukon Title
- Lot 2- Yukon Title
- Lot 3- Yukon Title
- Lot 4- Auto Correct
- Lot 5- Auto Correct
- Lot 6- Wells Fargo
- Lot 7- Wells Fargo
- Lot 8- Wells Fargo

Townsite Block 122

- Lot 1A- Fairbanks Fire Department

Rickert

- Tax Lot 9- True North Federal Credit Union/ Pacific Rim Counseling Office, Alcoholism Treatment Program
- Tax Lot 11- True North Federal Credit Union

Comm. Planning Dept

AUG 23 2016

RECEIVED

REVISED

DATE Aug 23, 2016

Tax Lot 2- True North Federal Credit Union

Block 1- True North Federal Credit Union

Block 2- True North Federal Credit Union

Block 3A- True North Federal Credit Union

Tax Lot 39- True North Federal Credit Union

Townsite 125

Lot 5A- Jeffery Cain

Lot 6E- Lucky Investments LLC: Vacant

Lot 6F-Lucky Investments

Lot A- Bachner Company Inc., Real Estate Agency/Co Op. Market, Grocery and deli/Access Alaska, Social Services Organization/FNA Early Head Start, Preschool

Rickert Block 21

Lot 1A- State Farm Insurance

Lot 2- Novi Ventures & Property Development II LLC

Lot 3- Martti Company, LLC

Lot 4- Josephine Johnson: Residential

Lot 5- Josephine Johnson: Residential

Lot 6- Pauline Chamness: Residential

Lot 7- Pauline Chamness: Residential: Vacant

Lot 15- Golden North Optics

Lot 16A- 10 Plex Sorvija Apts

Lot 16B- 10 Plex Sorvija Apts

Lot 17- 10 Plex Sorvija Apts

Lot 18- Martti Company LLC Apts

Lot 19- Martti Company LLC Apts

Lot 20- Martti Company LLC Apts

Lot 21- Martti Company LLC Apts

Lot 22A- Martti Company LLC Apts

Rickert Block 14

Lot 1A- Tim McCarty: Vacant

Lot 1B- Tim McCarty

Lot 2A- Tim McCarty

Lot 2B- Tim McCarty

Lot 3- Amber Elton

Lot 4- Wrigley

Lot 5- Grassi Family Partnership LTD

Lot 6- Grassi Family Partnership LTD: Vacant

Lot 23- Bratcher: Residential

Lot 24- Sheets: Residential

Lot 25- Burtness: Residential

Lot 26- Burtness: Residential: Vacant

Lot 27- Tim McCarty

Lot 28- Tim McCarty

Rickert Block 3

Lot 1- Boom Town

Lot 2- Quans Tailor Shop/ Boom Town

Lot 3- Boom Town

Lot 4A- Boom Town: Vacant

Lot 5A- Boom Town: Vacant

Lot 6A- Boom Town: Vacant

Lot 8- Papa Sugar Daddys LLC

Lot 9- Papa Sugar Daddys LLC

Gateway Block 1

Lot 4- Car Wash

Lot 5- Laundromat

Lot 6- Sat Phone

Lot 7- Sunshine

Lot 8- Forget Me Not Literacy Day Council

Lot 9- Parking Lot

Lot 10- Joseph Nyquist

Lot 11A- Fairbanks Community Food Bank Services Inc.

Lot 12A- Thomas Abrams

Lot 13A- Coin Op LLC

Lot 14A- Coin Op LLC

Lot 15A- Coin Op LLC

Lot 11B- Papa Sugar Daddys LLC

Lot 12B- Papa Sugar Daddys LLC

Rickert Block 4

Lot 1- Thrifty Liquor

Lot 2- Thrifty Liquor

Lot 3- Thrifty Liquor

Lot 4A- Drop Inn

Lot 4B- Drop Inn: Vacant

Lot 5- Vacant/ Dollar Store or Alaska Money Plus

Lot 6- Dollar Store

Rickert Block 20

Lot 1- Meyers Real Estate, Took the place of Pacific Rim Counseling with now resides at Tax Lot 9

Lot 2- Rosati: Residential

Rickert Block 3A

Lot 1B- Donut Shoppe

Lot 1A- Allstate Insurance/ Book Store

Lot 2B- Donut Shoppe/ Beauty Shop

Lot 2A- Allstate Insurance/ Book Store

Rickert Block 1

Lot 1A- Yukon Title Company

Lot 1B- Church Parking Lot

Lot 5A- Yukon Title Company Parking Lot

Lot 6- Madden Real Estate

Lot 7- Madden Real Estate

Lot 8- 3M Group LLC: ERM, Environmental Consultant

Lot 9A- 3M Group LLC: Last Frontier Barber Shop

Lot 9B- 3M Group LLC: Exclusive Beauty Boutique

Townsite 115

Lot 2N- Residential

Lot 201- Residential

Lot 202- Northern Lights Church of Christ, Church of Christ

Lot 2Q- Northern Lights Church of Christ Parking Lot

Gateway Block 2

Lot 11A- Karate Shop

Lot 11B- Vacant

Lot 1- Vacant

Lot 2- Vacant

Lot 3- Vacant

Lot 20- Residential

Lot 21- Residential

Rickert Block 13

Lot 9- Motel: Vacant

Lot 8- Vacant

Lot 7- Vacant

Lot 6- Vacant

Lot 5- Alaska Prepaid Cellular/Pull Tabs

Lot 3A- Somers & Associates Realtors & Appraisers

Lot 2N- Auto Shop

Lot 2S- Somers & Associates Realtors & Appraisers

Lot 1N- Auto Shop

Lot 1S- Vacant

Lot 23N- Vacant

Lot 23S- Vacant

Lot 22- Vacant

Lot 21- Vacant

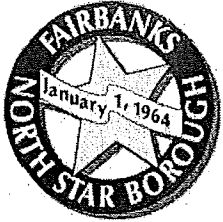
Lot 20- Arcade

Lot 19- Vacant

Lot 18- Vacant

Lot 17- Vacant

Lot 16- Vacant



**Fairbanks North Star Borough
Department of Community Planning**

P.O. Box 71267
Fairbanks, Alaska 99707-1267

Phone: (907) 459-1260

Fax: (907) 459-1255

planning@co.fairbanks.ak.us

Zoning Permit Number: 17645

This permit is issued based on the lot dimensions and zone applicable to the lot on the date of issuance. If prior to construction, the zone or the lot dimensions change, this permit will no longer be valid and a new permit must be obtained.

General Information

Date: 3/21/2017

Telephone: 907-460-0398

Applicant: GARY EVANS DBA THE GRASS STATION 49 LLC

Cell Phone:

Mailing Address: 814 GOLDMINE TRAIL, FAIRBANKS AK 99712

Email: skinnygmc@gmail.com

Property Description: 0631777 LOT 3A BLOCK 20 RICKERT

Site Address: 1326 CUSHMAN ST

Existing Use: Other

Structure: Other : Vacant Building

Proposed Use: Commercial

Structure: Retail marijuana store : 2,360 sq.ft.

Dwelling Units: 0

New:

Existing:

Building Height (stories): 14

Total Area of Structure: 2,360 SF

New: 0 SF


Existing: 2,360 SF

Lot Size: 62,378 SF

Est. Construction Cost: \$0

Note: Community Planning Staff conducted a site visit on August 24, 2016 and verified sensitive uses around the proposed retail marijuana store. Pacific Rim Counseling, Inc. has moved their operation from Lot 1, Block 20, Rickert Subdivision (627 Gaffney Road) to TL-9, Rickert Subdivision (1211 Cushman Street). Lot 1, Block 20, Rickert Subdivision (627 Gaffney Road) is now a real estate office and an election campaign office. TL-9, Rickert Subdivision (1211 Cushman Street) is more than 100 feet from the commercial marijuana establishment.

- I certify that I am the owner or that I am authorized to act for the owner of the property.
- I certify that this information is to the best of my knowledge true and complete.
- I acknowledge and will comply with the conditions set forth in this zoning permit.
- I understand that the holder of this permit is required to comply with all other applicable laws, including city, borough, state and federal laws.
- I agree to submit current and accurate documents if the site plan or other application materials are changed subsequent to issuance of this permit.
- I understand that this permit is appealable and that this appeal must be submitted and perfected within 15 days of the date of the decision in accordance with FNSBC 18.104.090.
- This permit is issued contingent upon the applicant obtaining the appropriate State of Alaska Commercial Marijuana Facility License.

 03-21-2017
Applicant Signature Date

Zoning Specifications

Existing Zone: GC (100%)
Minimum Lot Size: 0
Front Yard Req: 20
Side Yard Req: 0
Rear Yard Req: 0

Flood Zone: X PROTECTED BY LEVEE (100%)

Road Service Area: No
Parking Spaces Req: 4
Building Type: Principal

Conditions

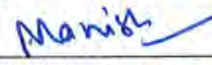
Floodplain Permit Required: No

FNSB Driveway Permit Required: No

Conditions: Retail marijuana store

Reasons: Retail marijuana store meets Title 18 standards

Permit Approval: Approved



Zoning Official: Singh, M

8/29/2016

Date

This is a Fairbanks North Star Borough Community Planning Department Zoning Permit. Please contact other departments and agencies to obtain permits as necessary.

Alcohol & Marijuana Control Office

Initiating License Application

9/22/2016 2:45:43 PM

License Number: 10869

License Status: New

License Type: Retail Marijuana Store

Doing Business As: GRASS STATION 49

Business License Number: 1040267

Designated Licensee: Gary Evans

Email Address: skinnygmc@gmail.com

Local Government: Fairbanks (City of)

Community Council:

Latitude, Longitude: 64.836000, -147.719000

Physical Address: 1326 Cushman St.
Fairbanks, AK 99701
UNITED STATES

Licensee #1

Licensee Type: Entity

Alaska Entity Number: 10039869

Alaska Entity Name: The Grass Station, LLC

Phone Number: 907-460-0398

Email Address: skinnygmc@gmail.com

Mailing Address: 814 Goldmine Trail
Fairbanks, AK 99712
UNITED STATES

Affiliate #1

Licensee Type: Individual

Name: Mason Evans

SSN: [REDACTED]

Date of Birth: 07/28/1992

Phone Number: 907-590-1367

Email Address: masonilsak@gmail.com

Mailing Address: 814 Goldmine Trail
Fairbanks, AK 99712
UNITED STATES

Affiliate #2

Licensee Type: Individual

Name: Gary Evans

SSN: [REDACTED]

Date of Birth: 03/22/1995

Phone Number: 907-460-0398

Email Address: skinnygmc@gmail.com

Mailing Address: 814 Goldmine Trail
Fairbanks, AK 99712
UNITED STATES



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	The Grass Station, LLC	License Number:	10869		
License Type:	Retail Marijuana Store				
Doing Business As:	GRASS STATION 49				
Physical Address:	1326 Cushman St.				
City:	Fairbanks	State:	AK	Zip Code:	99701
Designated Licensee:	Gary Evans				
Email Address:	skinnygmc@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	<p><i>Form MJ-01: Marijuana Establishment operating Plan</i> <i>- Example of Identification Badge</i></p>
-----------------	---

OFFICE USE ONLY

Received Date:	Payment Submitted Y/N:	Transaction #:
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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38 of Alaska Statutes** and **Chapter 306 of the Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

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

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05, or Form MJ-06**) to meet the additional operating plan requirements for each license type.

Section 1 – Establishment Information

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

Licensee:	The Grass Station, LLC	License Number:	10869		
License Type:	Retail Marijuana Store				
Doing Business As:	Grass Station 49				
Premises Address:	1326 Cushman Street				
City:	Fairbanks	State:	ALASKA	ZIP:	99701
Mailing Address:	814 Goldmine Trail				
City:	Fairbanks	State:	ALASKA	ZIP:	99712
Primary Contact:	Gary Evans				
Main Phone:	(907)-460-0398	Cell Phone:	(907)-460-0398		
Email:	skinnygmc@gmail.com				



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

Describe how you will prevent unescorted members of the public from entering restricted access areas:

The Grass Station LLC DBA Grass Station 49, will prevent unescorted members of the public from entering restricted access areas by use of proper signage in the required areas of the retail facility both inside and out. Grass Station 49 will have the proper security system installed that is required by the State Of Alaska. All exterior windows will have security bars installed on the inside of the windows as well as a security mesh on the outside of the windows. Exterior doors will have cameras on both the inside and out, as well as a buzzer on each door to allow entrance. For the interior restricted areas such as the office areas and security room as well as the product storage room, locking doors with cameras both inside and outside of the door will be in place. For behind the counters and registers, flapper doors and chains will be installed as well as cameras in all corners and a competent employee will be present during open business hours to help ensure that no unescorted members of the public enter any restricted access areas unless they have completed the proper visitor sign in procedure and have on their person, a visible and legible visitors pass as well as accompanied by a trained and competent employee of Grass Station 49.

Describe your processes for admitting visitors into and escorting them through restricted access areas:

Grass Station 49's process for admitting visitors and escorting them through restricted access areas will be as follows.

- check visitors identification to ensure they are over the age of 21
- require visitor to sign a sign in sheet stating their first and last name, birth date, as well as date and time they visited said restricted area.
- visitor then is required to wear a badge that is visible stating they are a visitor
- visitor will be accompanied by a competent Grass Station 49 employee



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe your recordkeeping of visitors who are escorted into restricted access areas:

Grass Station 49's record keeping of Visitors being escorted through restricted areas will consist of a sign in sheet with the proper letter head stating which restricted area the visitor is entering. The sign in sheet will require the visitors printed and signed full name, their birth date, and the date and time at which the restricted access area was entered by the visitor.

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:

see attached example of identification badge

PHOTO OF
VISITOR OR
EMPLOYEE

Grass Station 49
EMPLOYEE NAME

AK LCB #102xxx
Badge ID #465xxx



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Security Alarm Systems and Lock Standards (3 AAC 306.715):

Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

Grass Station 49's lighting will facilitate our surveillance system via flood lights which are installed next to the exterior video surveillance cameras. The lights will be triggered via motion sensor, light switch, and or when the security system is triggered due to a trespasser.

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

The alarm system that Grass Station 49 will be using is known as Statewide Security Network. This alarm system will cover doors, windows, motion sensors, and glass breaking sensors for all glass windows and doors. There will also be a key pad access on front main door, as well as wireless cell phone monitoring capabilities. The security system is also capable of up to 45 days of video storage, and the hard drive is in a security lock box only accessible by manager on duty.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

The security system that Grass Station 49 will be using has motion sensors as well as glass shatter sensors on all exterior doors and windows that will be armed, ready and wirelessly monitored via Statewide Security Network which is a third party monitoring system. This security system meets the state of Alaska security requirements that are expected when doing business in commercial marijuana retail.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

Grass Station 49's policies and procedures for preventing diversion of marijuana or marijuana products will consist of keeping all marijuana products in glass cases in which only the bud tenders and upper management has access too.

Describe your policies and procedures for preventing loitering:

Grass Station 49's policies and procedures to prevent loitering consist of using proper signage around building.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

The alarm system that Grass Station 49 will be using is known as Statewide Security Network. This alarm system will cover doors, windows, motion sensors, and glass breaking sensors for all glass windows and doors. There will also be a key pad access on front main door, as well as wireless cell phone monitoring capabilities. The security system is also capable of up to 45 days of video storage, and the hard drive is in a security lock box only accessible by manager on duty. Panic button will be present at each register as well.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

If the security system has alerted local law enforcement, Grass Station 49's appropriate staff will meet the authorities on the premises so that the security system can be disengaged, and building unlocked so that the local authorities can see what triggered the alarm as well as look for any potential dangers and or hazards.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Table with 2 columns: Question, Yes, No. Contains 6 rows of video surveillance requirements, all marked 'Yes'.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Video cameras are placed on both sides of the main entrance on the inside of the store within ten feet of the door. There is also a third camera in the same room as the main door in the far corner covering the rest of the room. In the second section of the store as seen in the floor plan and security plan there are two more interior cameras in opposing corners covering the entire room. There is also a video camera outside of the main entrance facing the door with in ten feet. All cameras provide 24/7 video surveillance.

Describe the locked and secure area where video surveillance recording equipment and records will be housed and stored and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the board:

The area that will only be accessible to authorized personnel and under 24/7 video surveillance, law enforcement and or an agent of the board is a small closet known as the quarantine room, which has a locking door to prevent un-authorized personnel from accessing. Inside the quarantine room the security hard drive will be located in its own steel lock box only accessible by authorized personnel.

Location of Surveillance Equipment and Video Surveillance Records:

Yes No

Surveillance room or area is clearly defined on the premises diagram

Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area

Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board

Video surveillance records are stored off-site



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Business Records (3 AAC 306.755):

All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:

Yes No

All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Records related to advertising and marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A current diagram of the licensed premises including each restricted access area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All records normally retained for tax purposes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records.

Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

Grass Station 49 will exercise due diligence in preserving and maintaining all required records by using Quickbooks software and backing any and all documentation via external hard drives and surge protectors for all computers.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer “Yes” to all items below.

Marijuana Tracking and Weighing:

Yes No

A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used

All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

The marijuana tracking system that Grass Station 49 plans to use is called BIO TRACK. Bio Track is synced to the state of Alaska alcohol an marijuana control board.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Handler Permit:

Yes No

Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment

Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises

Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired

Describe how your establishment will meet the requirements for employee qualifications and training:

Each and every employee of Grass Station 49 will be 21 years of age or older as well as posses a marijuana handlers permit. They will be briefed and trained on all Alaska customer service laws and regulations pertaining to the handling of marijuana product and safety procedures.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer “Yes” to the statement below.

Marijuana Waste Disposal:

Yes

No

The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

Wastewater Disposal - The Grass Station, LLC, doing business as Grass Station 49 is located within Fairbanks city limits therefor the building is tied into the city of Fairbanks water and sewer.

All marijuana and marijuana products will be stored in Grass station 49s restricted access storage room with proper ventilation and temperature so pests or insects are not attracted, until all required testing and METRC tracking procedures have been completed. Once all procedures are completed, authorized personnel will transfer inventory from the secure storage area to the locked display cases where only authorized personnel have access to marijuana and marijuana products, where they will then be sold. All marijuana waste from retail sales will be made unusable and unsalvageable by mixing and grinding plant waste with other compostable material such as manure and hay. Then the compostable mixture will be placed into a leak proof container and stored in the secure restricted access storage facility until it is removed from site by authorised personnel and transported via the bed of a pick up truck to the Fairbanks North Star Borough solid waste facility. All non compostable marijuana products including cardboard, paper or plastic material will be ground and mixed together with cat litter then placed in a leak proof container and stored in the restricted access storage facility until it is removed from site by authorised personnel and transported via the bed of a pick up truck to the Fairbanks North Star Borough solid waste facility

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

The material that Grass Station 49 will use to dispose of and grind with compostable marijuana and marijuana product remnants will be hay and manure. Then the mixture will be placed in a leak proof container and stored in the restricted access storage area until it is removed from site by authorised personnel and transported via the bed of a pick up truck to the Fairbanks North Star Borough solid waste facility

The material that Grass Station 49 will use to dispose of and grind with non-compostable marijuana and marijuana product remnants such as paper, plastic and card board is cat litter. Then the mixture will be placed in a leak proof container and stored in the restricted access storage area until it is removed from site by authorised personnel and transported via the bed of a pick up truck to the Fairbanks North Star Borough solid waste facility.

The process for both compostable and non compostable marijuana and marijuana products utilized by Grass Station 49 will render both ground up mixtures unusable and unsalvageable for any purpose before they are removed from the premises by authorized personnel via a truck bed and disposed of at the Fairbanks North Star Borough solid waste facility.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

The Grass Station, LLC doing business as Grass Station 49 will ensure that marijuana waste will be rendered unusable for any other purpose other than what it was grown or produced for before it leaves the marijuana establishment by grinding all compostable marijuana and marijuana products with hay and manure. Then the unusable mixture will be placed in a leak proof container and stored in the locked, restricted access storage facility until it is removed by authorized personnel via the bed of a pick up truck where it is then transported to the Fairbanks North Star Borough solid waste facility. Non compostable marijuana and marijuana products such as plastic, paper and cardboard will be ground up with cat litter. The mixture will then be placed into a leak proof container and stored in the locked, restricted access storage facility until it is removed by authorised personnel via the bed of a pick up truck where it is then transported to the Fairbanks North Star Borough solid waste facility.

The procedures that Grass Station 49 plan to use, to dispose of marijuana waste will only be performed once the waste is reflected on the METRC system and the board is notified no later than three days unless granted permission by the director for immediate disposal in an emergency situation.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

Section 6 - Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:

Yes No

The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700

Yes: [checked] No: []

The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle

Yes: [checked] No: []

The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport

Yes: [checked] No: []

During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport

Yes: [checked] No: []

Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment

Yes: [checked] No: []

When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received

Yes: [checked] No: []

The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest

Yes: [checked] No: []



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

Marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport. There will also be a printed manifest documenting pick up and delivery dates, locations and times as well as the weight, type and amount of marijuana. All of which is tracked by the marijuana tracking system that Grass station 49 will be using known as Bio Track.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

The type of safe that Grass Station 49 will be using is a steel lock box which is bolted inside the vehicle and is tamper resistant. The container will not be within direct reach of the driver and the driver is not to deviate from pre determined route unless in case of serious emergency.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

Grass Station 49 intends to have three separate signs all of which will be the same size of 4,800 square inches. Each sign will be attached to the building.

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Promotes excessive consumption	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Represents that the use of marijuana has curative or therapeutic effects	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Depicts a person under the age of 21 consuming marijuana	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

No advertisement for marijuana or marijuana product will be placed:

Agree Disagree

Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21

On or in a public transit vehicle or public transit shelter

On or in a publicly owned or operated property

Within 1000 feet of a substance abuse or treatment facility

On a campus for post-secondary education

Signage and Promotional Materials:

Agree Disagree

I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)

The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products

All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)



Alaska Marijuana Control Board

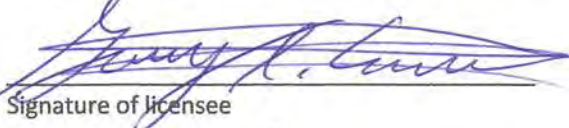
Form MJ-01: Marijuana Establishment Operating Plan

Section 8 – Control Plan for Persons Under the Age of 21

Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

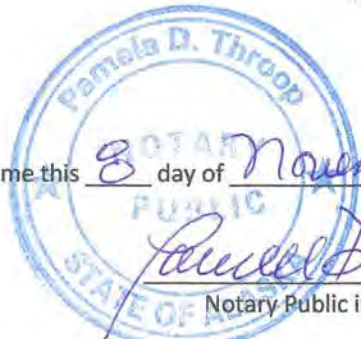
Grass Station 49 will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items by use of proper signage which is 12"x12" with lettering that is atleast half inch in height with high contrast to the background. Proper ID carding will be performed by a competent member of the Grass station 49 staff who has been properly trained on how to evaluate and confirm an ID. On premises there will also be ID scanning software that will be operated by a trained and competent employee of Grass Station 49.

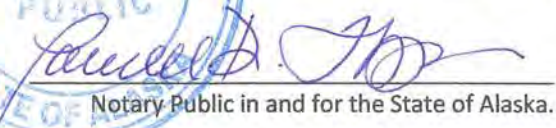
I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.


Signature of licensee

GARY S. EVANS
Printed name

Subscribed and sworn to before me this 8 day of November, 2016.




Notary Public in and for the State of Alaska.

My commission expires: 12/17/2016



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

(Additional Space as Needed):



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
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 Anchorage, AK 99501
 marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	The Grass Station, LLC	License Number:	10869		
License Type:	Retail Marijuana Store				
Doing Business As:	GRASS STATION 49				
Physical Address:	1326 Cushman St.				
City:	Fairbanks	State:	AK	Zip Code:	99701
Designated Licensee:	Gary Evans				
Email Address:	skinnygmc@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	<p><i>Form MD-03: Retail Marijuana Store</i> <i>- Example of label</i></p>
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Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

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

What is this form?

This operating plan supplemental form is required for all applicants seeking a retail marijuana store license and must accompany the **Marijuana Establishment Operating Plan (Form MJ-01)**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 3** of the **Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020 and 3 AAC 306.315(2).

What additional information is required for retail stores?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- On-site consumption
- Displays and sales
- Exit packaging and labeling
- Security

This form must be submitted to AMCO's main office before any retail marijuana store license application will be considered complete.

Section 1 – Establishment Information

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

Licensee:	The Grass Station, LLC	License Number:	10869		
License Type:	Retail Marijuana Store				
Doing Business As:	Grass Station 49				
Premises Address:	1326 Cushman Street				
City:	Fairbanks	State:	ALASKA	ZIP:	99701



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

Alcohol and Marijuana Control Office
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 Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Section 2 – Prohibitions

Applicants should review 3 AAC 306.310 and be able to answer “Agree” to all items below.

The retail marijuana store will not:

Agree Disagree

- | | | |
|---|-------------------------------------|--------------------------|
| Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product in a quantity exceeding the limit set out in 3 AAC 306.355 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Allow a person to consume marijuana or a marijuana product on the licensed premises, except as provided in 3 AAC 306.305(a)(4) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Describe how you will ensure that the retail marijuana store will not sell, give, distribute, or deliver marijuana or marijuana product to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance:

Grass Station 49 will ensure that no marijuana or marijuana products are sold to, given, distributed, or delivered to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance by observing the behavior of the individual while entering the building or during the identification process. Employees will be trained to watch out for strong odor of alcohol, inhalants or controlled substances. As well as posses the ability to spot incoherent actions and phrases.



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

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Phone: 907.269.0350

Section 3 – On-site Consumption

Yes No

Do you plan to request approval of the board with your initial application to permit consumption of marijuana or marijuana product in a designated area on the proposed premises?

If "Yes", describe how you ensure that only marijuana or marijuana products that were purchased at your proposed premises are being consumed, per 3 AAC 306.305(a)(4):

Section 4 – Displays and Sales

Describe how marijuana and marijuana products at the retail marijuana store will be displayed and sold:

Marijuana and marijuana products will be displayed and sold at Grass Station 49 using glass display cases that have functioning locks that only trained and competent staff of Grass station 49 will have access too. We will also use slotted board which will be fastened behind the glass cases, on the wall out of the customers reach and only accessible by Grass Station 49 employees. The marijuana and marijuana products will be sold using the traceability program Bio Track.



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

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Section 5 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345, and identify how the proposed establishment will meet the listed requirements.

Describe how the retail marijuana store will ensure that marijuana and marijuana products sold on its licensed premises will meet the packaging and labeling requirements set forth in 3 AAC 306.345(a):

Grass Station 49 will ensure the marijuana and marijuana products sold on the premises meet the packaging and labeling requirements by following the labeling and packaging requirements assuring that all packages are sealed, child resistant, opaque and resealable meaning that the packaging is designed or constructed to be significantly difficult for children under five years of age to open.

Provide a sample label that the retail marijuana store will use to meet the labeling requirements under 3 AAC 306.645(b):

Sample label is attached



Alaska Marijuana Control Board Operating Plan Supplemental Form MJ-03: Retail Marijuana Store

Front:

(Additional Space as Needed):



Warning – Marijuana has intoxicating effects and may be habit forming and addictive; Marijuana impairs concentration, coordination, and judgment; Do not operate a vehicle or machinery under its influence; There are health risks associated with consumption of marijuana; Marijuana should not be used by women who are pregnant or breastfeeding. FOR USE ONLY BY ADULTS 21 AND OLDER – KEEP OUT OF THE REACH OF CHILDREN.

Back:

Trainwreck, 1 G
HD: 03/08/17
Potency Analysis: CBD 0.1%, CBDA 0.1%, CBN 0.1%
THC 0.5%, THCA 25.3%, Total 22.7%
Grass Station 49 Retail, 1326 Cushman Street,
Fairbanks, AK 99701



[Form MJ-03] **NOTE:** This section would vary depending on the product but all lab information from the marijuana testing facility manifest and ingredients will be placed in this section. 6 of 6



**Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store**

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

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Phone: 907.269.0350

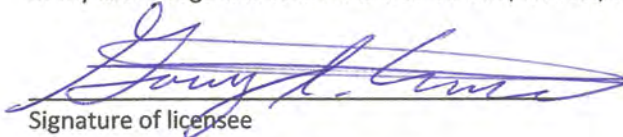
Section 6 – Security

Identification Requirement to Prevent Sale to Person Under 21 (3 AAC 306.350):

Describe the retail marijuana store's procedures for ensuring a form of valid photographic identification has been produced before selling marijuana or marijuana product to a person, per 3 AAC 306.350(a):

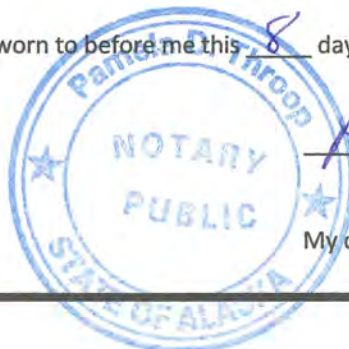
Grass Station 49 will ensure a valid form of photographic identification has been produced by properly training our employee's to check ID's as well as using an ID scanner which will be present in Grass Station 49.

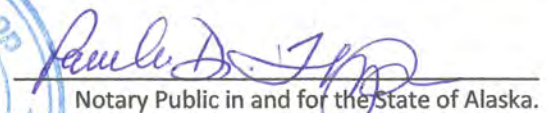
I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.


Signature of licensee

GARY S. EVANS
Printed name

Subscribed and sworn to before me this 8 day of November, 20 16.




Notary Public in and for the State of Alaska.

My commission expires: 12/17/2017

Estimated number of employees for

"The Grass Station LLC"

The Grass Station LLC is a locally owned and operated commercial marijuana retail store, located at 1326 Cushman street Fairbanks, Alaska 99701, lot 3A block 20 Rickert previously assessed as lots 3A, 3B, 4 and 5 Rickert and lot 3A, suite A. The estimated number of employees for this establishment is 4 employees counting the owner himself, Gary Evans.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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What is this form?

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Section 1 – Establishment Information

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

Licensee:	The Grass Station, LLC	License Number:	10869		
License Type:	Retail Marijuana Store				
Doing Business As:	GRASS STATION 49				
Physical Address:	1326 Cushman St.				
City:	Fairbanks	State:	AK	Zip Code:	99701
Designated Licensee:	Gary Evans				
Email Address:	skinnygmc@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	<p>Form MJ-02: Premises Diagram (REVISIONS/ADDITIONS)</p> <ul style="list-style-type: none"> - Certified building plans/blueprints in addition to previous security/layout diagram submitted.
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Alaska Marijuana Control Board
Form MJ-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). Your diagram must show all entrances and boundaries of the premises, restricted access areas, and storage areas, and dimensions. 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. For those applying for a limited marijuana cultivation license, the proposed area(s) for cultivation must be clearly delineated.

The second page of this form is not 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 main 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:	The Grass Station, LLC	License Number:	10869
License Type:	Retail Marijuana Store		
Doing Business As:	Grass Station 49		
Premises Address:	1326 Cushman Street		
City:	Fairbanks	State:	AK
		ZIP:	99701



1 LOCATION PLAN
T1 NTS



2 CITY LOCATION MAP
T1 NTS

LEGEND

- 2X4 OR 2X6 INTERIOR WALL
- NEW INTERIOR WALL
- WALL AND BUILDING SECTION NUMBER
- SHEET WHERE LOCATED
- DETAIL NUMBER
- SHEET WHERE LOCATED
- DETAIL NUMBER
- PLAN, SECTION, DETAIL, TITLE
- SCALE
- SHEET WHERE LOCATED
- INTERIOR ELEVATION DETAIL NUMBER
- SHEET WHERE LOCATED
- KEYED NOTES (APPLIES TO THAT SHEET ONLY)
- ELEVATION TAG

ABBREVIATIONS

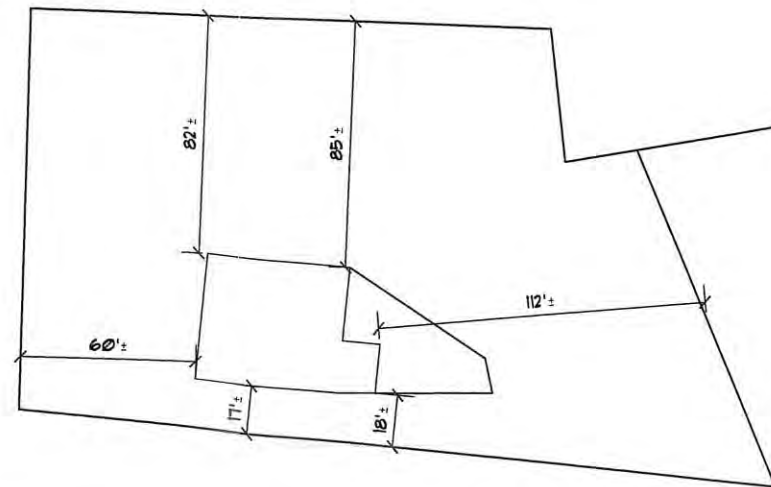
- AFF ABOVE FINISHED FLOOR
- AWW ALL WEATHER WOOD
- (E) EXISTING
- FE FIRE EXTINGUISHER, 2-A 10BC
- GWB GYPSUM WALL BOARD
- TYP TYPICAL

INDEX OF DRAWINGS

- T-1 TITLE SHEET, INDEX OF DRAWINGS, CODE DATA & PROJECT LOCATION
- D-1 DEMO & THERMAL BARRIER PLAN
- A-1 NEW WORK FLOOR PLAN
- A-2 SECTIONS & DETAILS

GENERAL NOTES

- 1. DIMENSIONS ARE TO FACE OF STUD, ROUGH FRAMING OR FOUNDATION, UNLESS OTHERWISE NOTED
- ⊕ INDICATES A DIMENSION TO CENTERLINE OF OBJECT INDICATED
- CLR INDICATES A CLEAR DIMENSION FROM FACES OF FINISH
- DIMENSIONS SHOWN GOVERN. DO NOT SCALE DRAWINGS.



3 BUILDING LOCATION ON PROPERTY
T1 NTS

CODE DATA

CONSTRUCTION TO BE IN CONFORMANCE WITH THE FOLLOWING:

- 2015 INTERNATIONAL BUILDING CODE
- 2015 INTERNATIONAL RESIDENTIAL CODE
- 2014 NATIONAL ELECTRIC CODE
- 2015 INTERNATIONAL MECHANICAL CODE
- 2015 UNIFORM PLUMBING CODE
- 2015 INTERNATIONAL FUEL GAS CODE
- 2015 INTERNATIONAL FIRE CODE
- 2015 INTERNATIONAL ENERGY CONSERVATION CODE
- 2015 INTERNATIONAL EXISTING BUILDING CODE
- 2015 ABATEMENT OF DANGEROUS BUILDINGS CODE
- 2015 ADMINISTRATIVE CODE
- 2013 FAIRBANKS LANDSCAPE ORDINANCE
- 2009 INTERNATIONAL CODE COUNCIL A1111

WITH CITY OF FAIRBANKS ENACTED AMENDMENTS

JOB ADDRESS: 1326 CUSHMAN
 TYPE OF CONST: V-B
 OCCUPANCY CLASS: M
 NUMBER OF STORIES: 1

FLOOR AREA: 2,380 SF

SPRINKLERS: NONE (FIRE EXTINGUISHERS PROVIDED)

THESE DRAWINGS ARE NOT ISSUED FOR CONSTRUCTION UNLESS SEALS ARE SIGNED. CONTRACTOR SHALL COORDINATE CONSTRUCTION WITH MOST CURRENT DRAWINGS ISSUED.
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JOSEPH NOTKIN ARCHITECT

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 Project Management: 907-888-4600

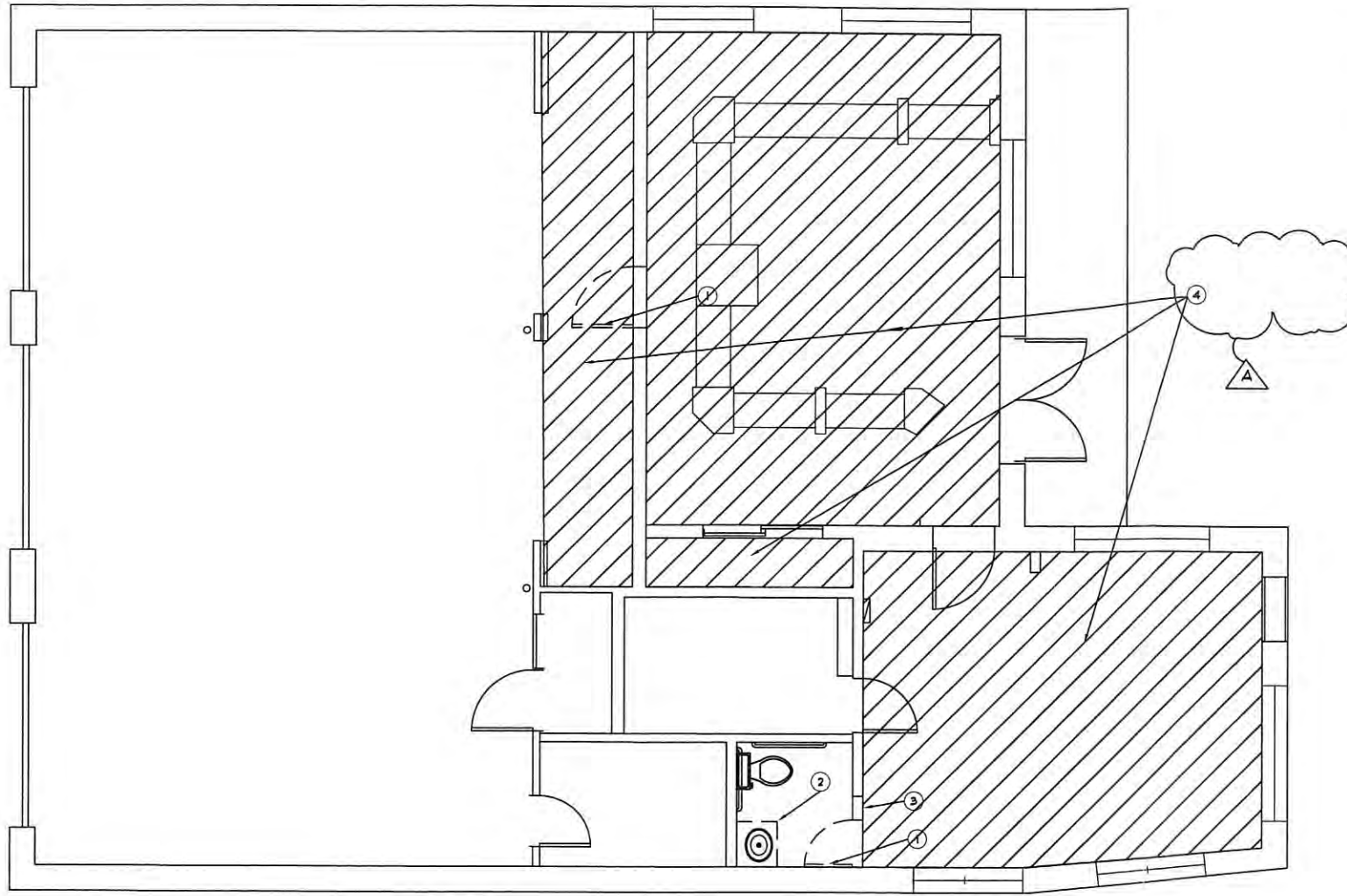
TITLE SHEET, INDEX OF DRAWINGS, CODE DATA & PROJECT LOCATION

GRASS STATION SMOKE ACCESSORIES
 RETAIL FACILITY 1326 CUSHMAN STREET FAIRBANKS, AK

Date: 12/28/16
 Job No: 2016-TGS-001
 Drawn: CAL
 Checked: JTN



11" X 17" PRINTS ARE HALF SIZE REPRODUCTIONS
 8-1/2" X 11" PRINTS ARE NOT TO SCALE



KEYED NOTES:

- ① REMOVE EXISTING DOOR LEAF
- ② REMOVE EXISTING VANITY WITH SINK AND MIRROR
- ③ REMOVE EXISTING PORTION OF WALL FOR NEW DOOR. RELOCATE EXISTING LIGHT AND FAN SWITCH.
- ④ INSTALL NEW SPRAY ON FOAM 1" OVER EXISTING CEILING FOAM TO PROVIDE UNIFORM SUBSTRATE. COVER NEW SPRAY ON FOAM WITH 15 MINUTE THERMAL BARRIER - DC 315

MANUFACTURED BY INTERNATIONAL FIRE PROOF TECHNOLOGY, INC.
 SPRAY ON FOAM TO BE QUADFOAM 20 THERMAL BARRIER

MATERIALS AND INSTALLATION TO BE IN CONFORMANCE WITH NFPA 286, UL 1715, UL 1040, 4 FM 4880 FOR DURATION OF 15 MINUTES.

1 DEMO & CEILING THERMAL BARRIER PLAN
 EX-1 1/4" = 1'-0"

REVISIONS

A	12-28-2016	ADD THERMAL BARRIER COVERAGE AREA AT CLG RM 1
---	------------	---

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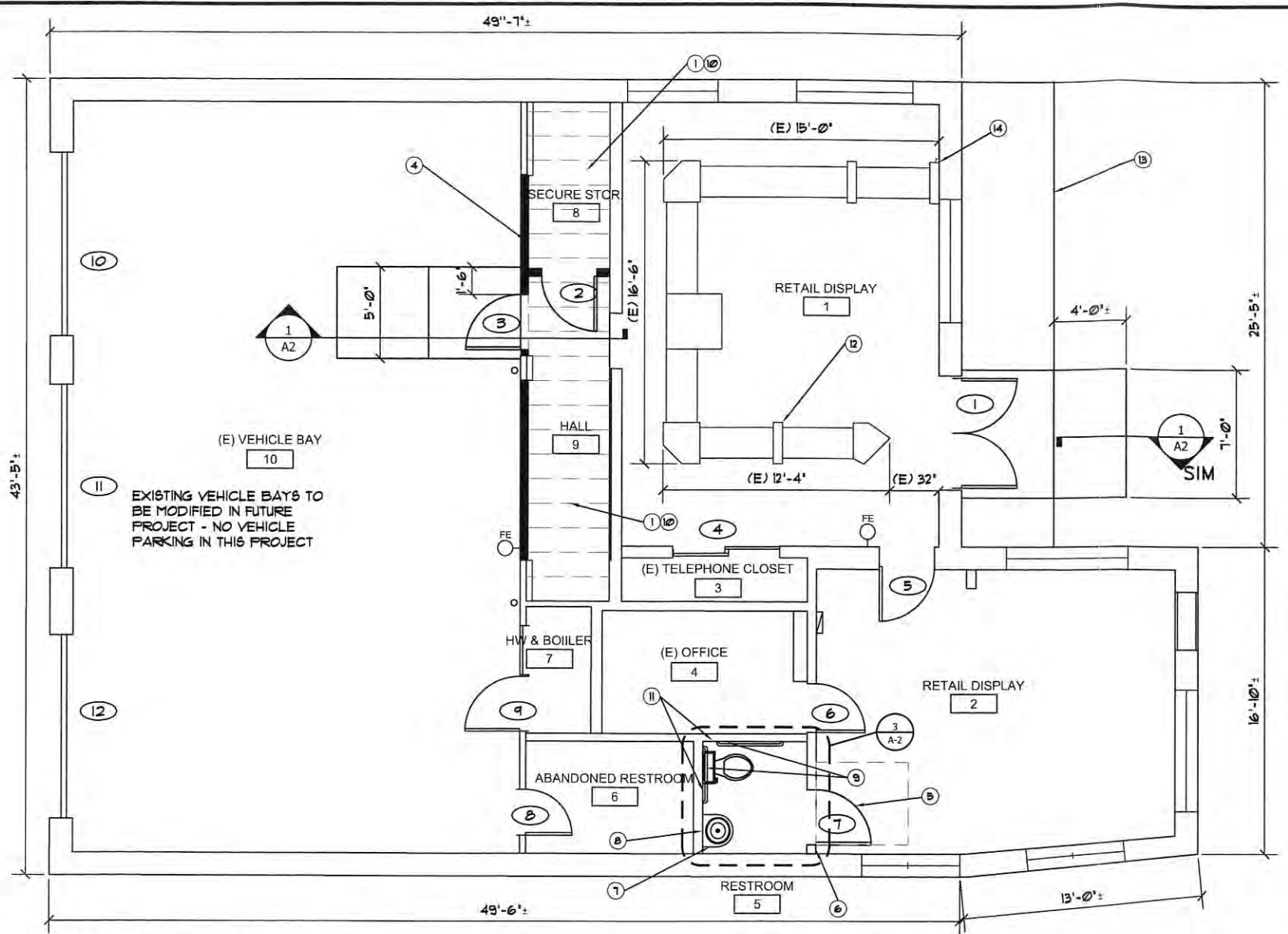
DEMO & THERMAL BARRIER PLAN

GRASS STATION SMOKE ACCESSORIES
 RETAIL FACILITY 1326 CUSHMAN STREET FAIRBANKS, AK

Date: 12/28/16
 Job No: 2016-TGS-001
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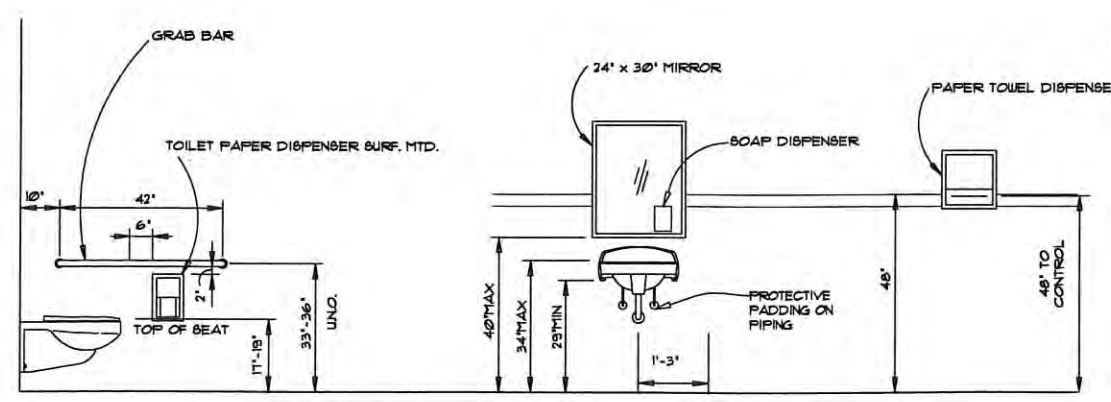
D-1

11" X 17" PRINTS ARE HALF SIZE REPRODUCTIONS
 8-1/2" X 11" PRINTS ARE NOT TO SCALE



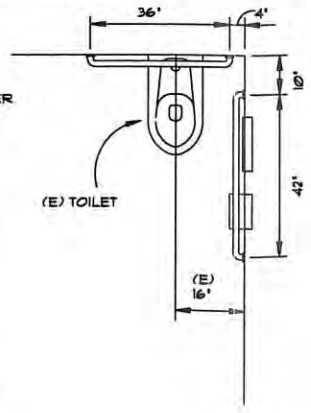
1 FIRST FLOOR PLAN
A1 1/4" = 1'-0"

ACCESSIBLE TOILET ELEVATIONS

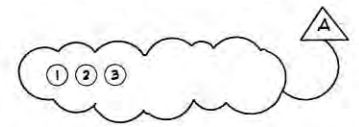


1. THE DIMENSIONS SHOWN ARE FOR MEETING ANSI A117.1 REQUIREMENTS
2. PROVIDE BACKING IN WALLS AS REQUIRED FOR ACCESSORY SUPPORT TYPICAL
3. PROVIDE FRP WAINSCOT (KEMLITE OR EQ) TO 48" AFF W/ PAINTED 1'X3' WOOD CAP AT TOP

ACCESSIBLE TOILET PLAN



KEYED NOTES:



- 4 NEW 2X4 WOOD STUD @ 16" O.C. WITH 3/8" GUB BOTH SIDES.
- 5 NOT USED
- 6 PROVIDE NEW 2X4 WITH GUB AS REQUIRED TO PROPERLY MOUNT NEW DOOR TO EXISTING BATHROOM.
- 1 NEW WALL HUNG LAVATORY. REMOVE FINISH PANEL AND PROVIDE NEW BLOCKING BETWEEN STUDS PER LAVATORY MANUFACTURER'S RECOMMENDATIONS. MOUNT NEW LAVATORY IN ACCORDANCE WITH DIMENSIONS IN DETAILS BELOW.
- 8 PROVIDE NEW MIRROR MOUNT IN ACCORDANCE WITH DIMENSIONS IN DETAILS BELOW.
- 9 PROVIDE NEW GRAB BARS AT EXISTING TOILET AND MOUNT IN ACCORDANCE WITH DIMENSIONS IN DETAILS BELOW.
- 10 NEW LID OVER TOP @ 8'-0" ABOVE FINISHED FLOOR 3/4" PLYWOOD OVER 2X8 WOOD JOISTS @ 16" O.C. WITH 3/8" GUB CLG, LATEX PAINT FINISH.
- 11 PROVIDE NEW GUB AND WATER RESISTANT PANELING TO MATCH EXISTING WHERE REMOVED TO PERFORM WORK. PROVIDE NEW SOLID 2X8 BLOCKING IN WALL FOR NEW GRAB BARS.
- 12 (E) DISPLAY CASEWORK
- 13 (E) 4" CONC PAD
- 14 PROVIDE POWER POLE FOR POWER TO DISPLAY CABINETS HARDWARE ACCESSORIES ONLY

DOOR SCHEDULE

DOOR NO.	DOOR SIZE W x H x THICK	FRAME MATERIAL	FRAME FINISH	DOOR TYPE	DOOR MATERIAL	DOOR FINISH	GLAZING	HARDWARE GROUP	DOOR NO.	REMARKS
1	(E)	AL	(E)	(E)	(E)	(E)	(E)	-	-	(E) PR ALUM ENTRY DOORS
2	(N) 3'-0" x 7'-0" x 1-3/4"	GWB	PT	I	SCWD	PT	-	-	-	(N) SOLID CORE DOOR
3	(N) 3'-0" x 7'-0" x 1-3/4"	GWB	PT	I	SCWD	PT	-	-	-	(N) SOLID CORE DOOR
4	(E)	WD	(E)	(E)	(E)	(E)	-	-	-	(E) PR SLIDING DOORS
5	(E)	WD	(E)	(E)	(E)	(E)	-	-	-	-
6	(E)	WD	(E)	(E)	(E)	(E)	-	-	-	-
7	(N) 3'-0" x 6'-8" x 1-3/4"	WD	PT	I	SCWD	PT	-	-	-	(N) SOLID CORE DOOR
8	(E)	WD	(E)	(E)	(E)	(E)	-	-	-	-
9	(E)	WD	(E)	(E)	(E)	(E)	-	-	-	-
10	(E)	(E)	(E)	(E)	(E)	(E)	-	-	-	-
11	(E)	(E)	(E)	(E)	(E)	(E)	-	-	-	-
12	(E)	(E)	(E)	(E)	(E)	(E)	-	-	-	-

DOOR SCHEDULE NOTES

1. ALL NEW DOOR HARDWARE TO BE LEVER TYPE
2. ALL NEW DOORS SHALL BE FLUSH DOORS

DOOR SCHEDULE ABBREVIATIONS

SCWD SOLID CORE WOOD DOOR

ROOM FINISH SCHEDULE

RM NO.	ROOM NAME	FLOOR	BASE	W A L L S				CEILING	CEILING HEIGHT	REMARKS
				SOUTH	WEST	NORTH	EAST			
1	RETAIL DISPLAY	(E)	(E)	(E)	(E)	(E)	(E)	(E)	(E)	-
2	RETAIL DISPLAY	(E)	(E)	(E)	(E)	(E)	(E)	(E)	(E)	-
3	TELEPHONE CLOSET	(E)	(E)	(E)	(E)	(E)	(E)	(E)	(E)	-
4	OFFICE	(E)	(E)	(E)	(E)	(E)	(E)	(E)	(E)	-
5	RESTROOM	PT-CONC	RB	PT-PNL	PT-PNL	PT-PNL	PT-PNL	PT-GWB	(E)	48" FRP WAINSCOT
6	ABANDONED R.R.	(E)	(E)	(E)	(E)	(E)	(E)	(E)	(E)	-
7	H.W. & BOILER	(E)	(E)	(E)	(E)	(E)	(E)	(E)	(E)	-
8	SECURE STORAGE	PLY	RB	PT-GWB	PT-GWB	PT-GWB	PT-GWB	PT-GWB	8'-0"	-
9	HALL	PLY	RB	PT-GWB	PT-GWB	PT-GWB	PT-GWB	PT-GWB	8'-0"	-
10	VEHICLE BAY	(E)	(E)	(E)	(E)	(E)	(E)	(E)	(E)	-
11										
12										

ROOM FINISH SCHEDULE ABBREVIATIONS

- RB RUBBER BASE
 - PT-PNL PAINT ON (E) WOOD PANEL
 - PT-GWB PAINT ON GYPSUM WALL BOARD
 - PLY EXPOSED PLYWOOD SUBFLOOR
 - PT-CONC PAINT ON (E) CONCRETE FLOOR
- NOTE: ALL INTERIOR PAINT TO BE LATEX TYPE

REVISIONS

- A 12-28-2016 DELETE KEYNOTES 1, 2, 3 ON SHT A-1

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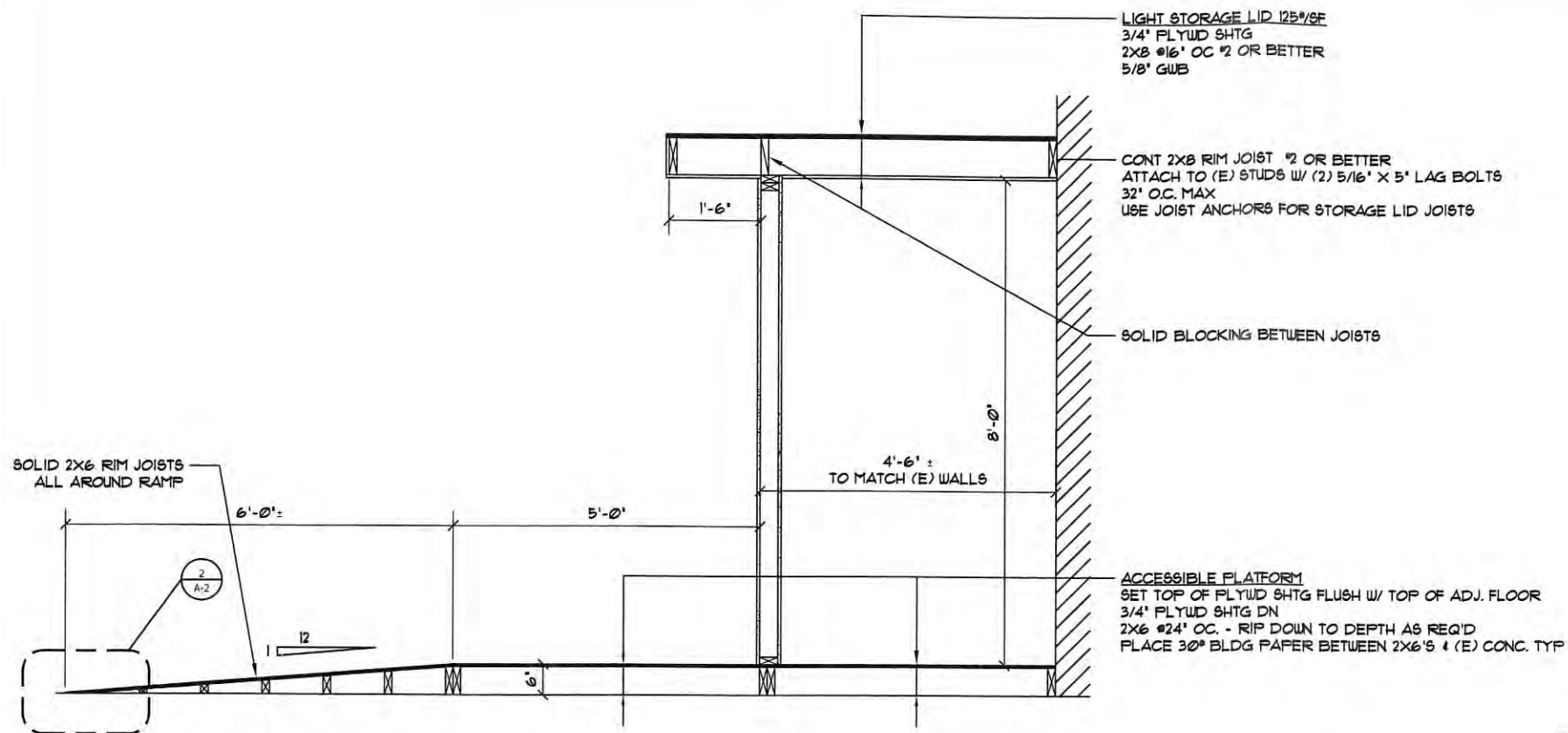
FLOOR PLANS
PHASE 1 NEW WORK
CUSHMAN STREET

GRASS STATION SMOKE
ACCESSORIES
RETAIL FACILITY 1326
CUSHMAN STREET
FAIRBANKS, AK

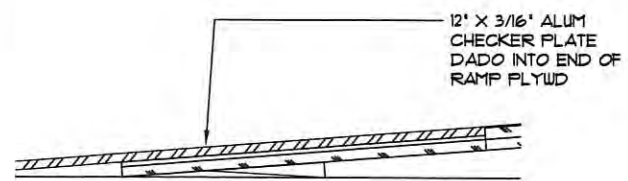
Date: 12/28/16
Job No: 2016-TGS-01
Drawn: CAL
Checked: JTN

A-1

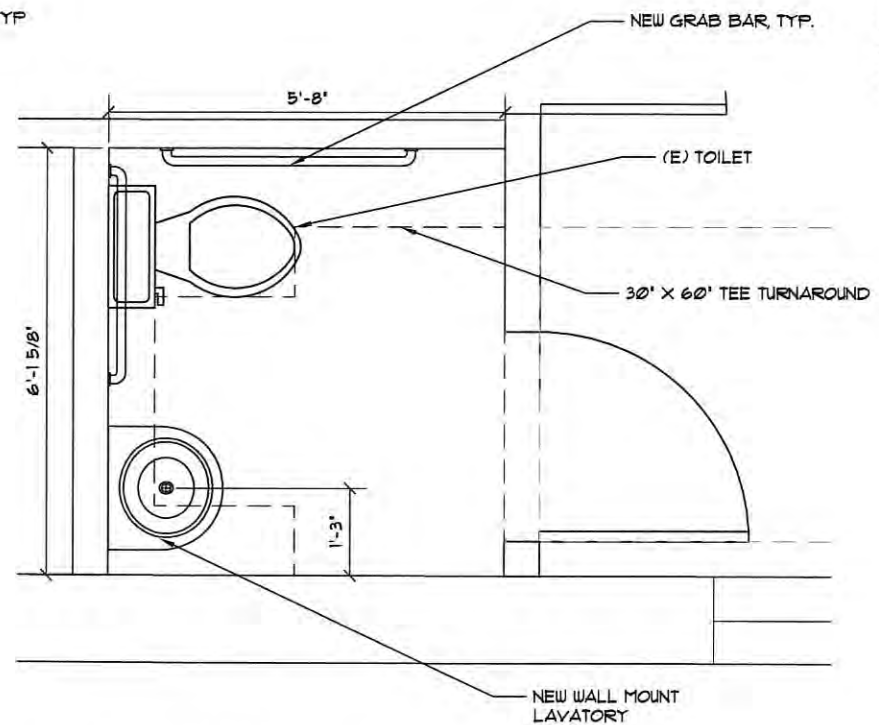
11" x 17" PRINTS ARE HALF SIZE REPRODUCTIONS
8-1/2" x 11" PRINTS ARE NOT TO SCALE



1 NEW HALL SECTION
A2 3/4" = 1'-0"



2 ACCESSIBLE RAMP TOE
A2 6" = 1'-0"



3 RESTROOM DETAIL PLAN
A2 3/4" = 1'-0" SEE ELEVATIONS ON SHEET A-1

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 877-358-5416
 j.notkin@jatl.net

SECTION & DETAILS
PHASE 1 NEW WORK
CUSHMAN STREET

GRASS STATION SMOKE ACCESSORIES
 RETAIL FACILITY 1326
 CUSHMAN STREET
 FAIRBANKS, AK

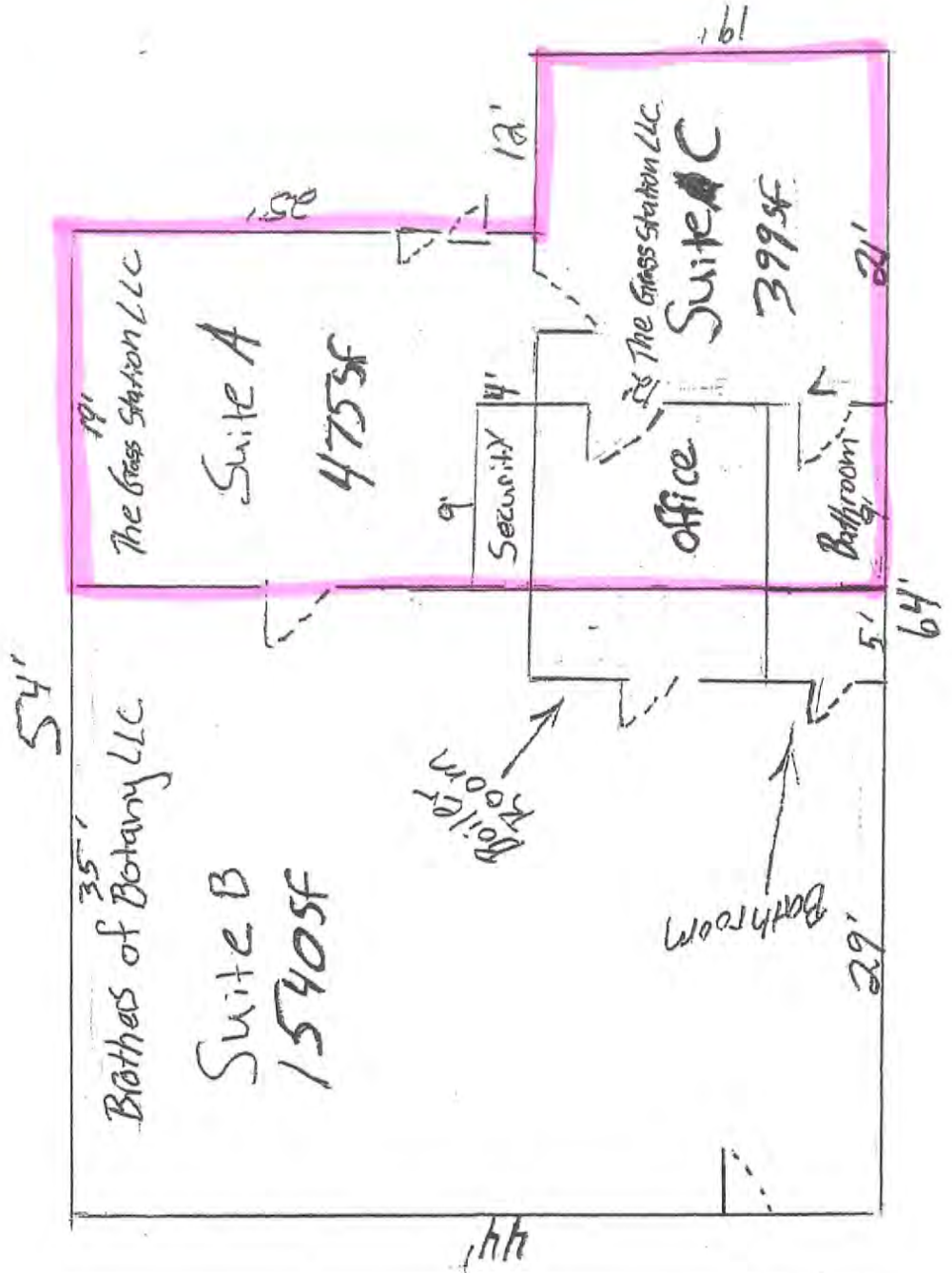
Date: 12/28/16
 Job No: 2016-TGS-001
 Drawn: CAL
 Checked: JTN

A-2

11" X 17" PRINTS ARE HALF SIZE REPRODUCTIONS
 8-1/2" X 11" PRINTS ARE NOT TO SCALE

Floor Plan

-Retail Marijuana Store





Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	The Grass Station, LLC	License Number:	10869		
License Type:	Retail Marijuana Store				
Doing Business As:	GRASS STATION 49				
Physical Address:	1326 Cushman St.				
City:	Fairbanks	State:	AK	Zip Code:	99701
Designated Licensee:	Gary Evans				
Email Address:	skinnygmc@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	<p>Food safety Permit Application from the Department of Environmental Conservation Stamped: "Received".</p>
------------------------	--

OFFICE USE ONLY

Received Date:		Payment Submitted Y/N:		Transaction #:	
-----------------------	--	-------------------------------	--	-----------------------	--



Application for Food Establishment Permit

Alaska Department of Environmental Conservation
Division of Environmental Health
Food Safety and Sanitation Program



Permit ID: _____

Section 1- GENERAL INFORMATION (All applicants complete entire section – please print).

Purpose (check one) New Information Change Extensive Remodel Change of owner/operator Reactivate

Owner/Business Information	Name of Entity or Owner Responsible for Food Service The Grass Station, LLC.		AK Business License # 1040267			
	Business/Corporate Mailing Address 814 Goldmine Trail		City Fairbanks	State AK		
	Business/Corporate Phone (907)-460-0398		Email skinnygmc@gmail.com			
	Owner(s) or Corporate Officer(s) & Title(s) or Responsible Party Gary Evans (owner)			Fax N/A		
	Type of Entity <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Other:					
Establishment Information	Establishment Name Grass Station 49		Physical Location 1326 Cushman st.		Nearest Community Fairbanks, Ak	
	Establishment Mailing Address 814 Goldmine Trail		City Fairbanks	State Ak	Zip 99712	
	Establishment Phone (907)-460-0398		Fax N/A	Contact Person Gary Evans		
	Establishment Physical Address 1326 Cushman st.		City Fairbanks	State AK	Zip 99701	

SEATING: (Food Service Only) N/A 25 or less 26-100 > 101

TYPE OF OPERATION Please describe the type of facility you plan to open below (i.e. restaurant, bar, grocery store, etc.)

RETAIL MARIJUANA FACILITY

SECTION 2 – NEW OR EXTENSIVELY REMODELED FACILITIES

a. A plan review will be required if your facility has never been permitted by the Alaska's Food Safety and Sanitation Program; has not had an active permit in the last five years; will be extensively remodeled; or is a new construction. If any of these apply, a Plan Review Application is required to process your application. Have you attached the Plan Review Application? Yes No

SECTION 3 – COMPLETE FOR ALL FOOD ESTABLISHMENTS (Check all that apply)

FOOD SERVICE ESTABLISHMENTS

a. A copy of your menu will be required. Have you attached a copy of the proposed menu? Yes No

b. Attach appropriate label, placard, or menu notation for the consumer advisories if you serve:
 Wild Mushrooms Unpasteurized juices Farmed halibut, salmon, or sablefish
 Raw/undercooked animal foods such as beef, shell eggs, lamb, pork, poultry, seafood, and shellfish.

c. Methods of food preparation (check the one that most closely describes the establishment):
 Assembly of Ready to Eat Foods Cook and Serve
 Hot or cold Service for 2 hours or more is done
 Complex (Preparation 1 day or more in advance, cooling and reheating is done).

d. Style of Service: Counter Service Self Service (i.e. buffet line, salad bar) Table Service
 Other:

e. Do you plan to operate as a caterer? Yes No
If yes, list all the equipment used to protect food from contamination and maintain product temperature during:
Transportation: _____ Hot or Cold Holding: _____

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f. Will your food establishment be a kiosk or mobile unit? Yes No

Are employee toilets available within 200 feet? Yes No
If you have an agreement with another business to use their restrooms, please attach written verification.

Portable water tanks, plumbing, and hoses are NSF or FDA approved components? Yes No

If you have a kiosk, is it located outside of a building? Yes No

Will you have a service provide water or remove wastewater? Yes No
If yes, provide a letter of agreement from water hauler or wastewater hauler outlining services provided and frequency.

g. Will another permitted food establishment (commissary) provide support to your facility? If yes, attach a copy of the Commissary Agreement. Yes No

FOOD PROCESSORS

a. A copy of a label for each type of product you will produce is required. Have you attached food labels of each product to be produced? Yes No

b. Describe who you will be distributing your product to (i.e. grocery stores, etc):
 General Public Over The Age of 21

c. Will you be doing any of the following processes? Check all that apply.

Reduced Oxygen Packaging Smoking Other: Packaging of marijuana flower

Low Acid Canned Foods Curing

Shelf Stable Acidified Foods Dehydrating

Be sure to check with your local Environmental Health Officer for any applicable forms and FDA requirements.

d. Do you have a HACCP Plan? Yes No N/A
Required for high hazard food processors such as smoking, curing, acidifying, dehydrating, thermally processing low acid foods, reduced oxygen packaging, etc.

e. You are required to have a product coding system and a recall plan. Have you attached a copy of the coding system and recall procedures? Yes No

MOBILE RETAIL VENDOR SELLING SEAFOOD

a. A list of products that you will be selling is required. Have you attached a copy of the list of products? Yes No

b. Provide names of suppliers where you will be purchasing your product:

c. Will **all** of your product be prepackaged? Yes No

d. Will another permitted food establishment (commissary) provide support to your facility? If yes, attach a copy of the Commissary Agreement. Yes No

MACHINES VENDING POTENTIALLY HAZARDOUS FOODS

a. Have you attached the label that will be affixed to the front of each machine with name, physical address, and phone number of the permitted food establishment servicing the machine? Yes No

SECTION 4 – Food Managers Certification/Alaska Safe Food Worker Card

a. Have you attached a copy of a Food Manager's Certification? Yes No N/A
The operator of a food establishment that serves and prepares unwrapped or unpackaged food, except for a bar, tavern, or limited food service, must have at least one Certified Food Protection Manager who is involved in the daily operations of the establishment.

b. Does everyone who works or will work at the food establishment have a Food Worker Card? Yes No N/A
An operator of a food establishment shall keep on file a copy of the Food Worker Card issued by the department for each employed food worker and make the copy available to the Department upon request.

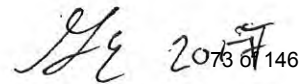
I declare, under penalty of unsworn falsification, that this application (including any accompanying statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete. I agree to pay all fees before operating.

Applicant's Signature  Date 01-04-2017

Applicant's Printed Name Gary Evans Title Owner

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Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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

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Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	The Grass Station, LLC	License Number:	10869		
License Type:	Retail Marijuana Store				
Doing Business As:	GRASS STATION 49				
Physical Address:	1326 Cushman St.				
City:	Fairbanks	State:	AK	Zip Code:	99701
Designated Licensee:	Gary Evans				
Email Address:	skinnygmc@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	<p>Form MD-07: Public Notice posting Affidavit - Copy of Affidavit of publication</p>
-----------------	--

OFFICE USE ONLY

Received Date:	Payment Submitted Y/N:	Transaction #:
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Alaska Marijuana Control Board

Form MJ-07: Public Notice Posting Affidavit

What is this form?

A public notice posting affidavit is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(10). As soon as practical after initiating a new marijuana establishment license application, an applicant must give notice of the application to the public by posting a copy of the application (produced by the board's application website) for ten (10) days at the location of the proposed licensed premises and one other conspicuous location in the area of the proposed premises, per 3 AAC 306.025(b)(1).

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

Section 1 – Establishment Information

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

Licensee:	Gary Evans	License Number:	10869
License Type:	Retail Marijuana Store		
Doing Business As:	Grass Station 49		
Premises Address:	1326 Cushman Street		
City:	Fairbanks	State:	AK
		ZIP:	99701

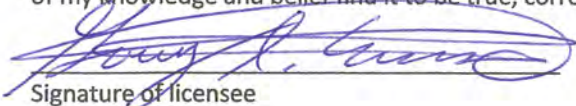
Section 2 – Certification

I certify that I have met the public notice requirement set forth under 3 AAC 306.025(b)(1) by posting a copy of my application for the following 10-day period at the location of the proposed licensed premises and at the following conspicuous location in the area of the proposed premises:

Start Date: 10-04-16 End Date: 10-15-16


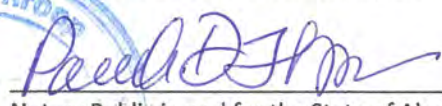
Other conspicuous location: Holiday Gas Station 2300 S Cushman St

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.


 Signature of licensee

Gary Evans

Printed name of licensee



 Notary Public in and for the State of Alaska
 My commission expires: 12/17/2017
 Subscribed and sworn to before me this 8 day of November, 2017.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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

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Doing Business As:	GRASS STATION 49				
Physical Address:	1326 Cushman St.				
City:	Fairbanks	State:	AK	Zip Code:	99701
Designated Licensee:	Gary Evans				
Email Address:	skinnygmc@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-07 PUBLIC NOTICE POSTING AFFIDAVIT - page 1 Section 1 Revised
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OFFICE USE ONLY

Received Date:		Payment Submitted Y/N:		Transaction #:	
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Alaska Marijuana Control Board

Form MJ-07: Public Notice Posting Affidavit

What is this form?

A public notice posting affidavit is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(10). As soon as practical after initiating a new marijuana establishment license application, an applicant must give notice of the application to the public by posting a copy of the application (produced by the board's application website) for ten (10) days at the location of the proposed licensed premises and one other conspicuous location in the area of the proposed premises, per 3 AAC 306.025(b)(1).

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

Section 1 - Establishment Information

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

Table with 5 rows and 4 columns containing license details: Licensee (The Grass Station, LLC), License Number (10869), License Type (Retail Marijuana Store), Doing Business As (Grass Station 49), Premises Address (1326 Cushman Street), City (Fairbanks), State (AK), and ZIP (99701).

Section 2 - Certification

I certify that I have met the public notice requirement set forth under 3 AAC 306.025(b)(1) by posting a copy of my application for the following 10-day period at the location of the proposed licensed premises and at the following conspicuous location in the area of the proposed premises:

Start Date: 10-04-16 End Date: 10-15-16

Other conspicuous location: Holiday Gas Station 2300 S Cushman St

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Handwritten signature of Gary Evans

Signature of licensee

Gary Evans

Printed name of licensee

Handwritten signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 12/17/2017



Subscribed and sworn to before me this 8 day of March, 2017.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	The Grass Station, LLC	License Number:	10869		
License Type:	Retail Marijuana Store				
Doing Business As:	GRASS STATION 49				
Physical Address:	1326 Cushman St.				
City:	Fairbanks	State:	AK	Zip Code:	99701
Designated Licensee:	Gary Evans				
Email Address:	skinnygmc@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	<p><i>Form MJ-08: Local Government Notice Affidavit</i></p> <p><i>- Copy of Signed Zoning Permit from Fairbanks North Star Borough Department of Community Planning</i></p>
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Alaska Marijuana Control Board
Form MJ-08: Local Government Notice Affidavit

What is this form?

A local government notice affidavit is required for all marijuana establishment license applications with a proposed premises that is located within a local government, per 3 AAC 306.025(b)(3). As soon as practical after initiating a new marijuana establishment license application, an applicant must give notice of the application to the public by submitting a copy of the application to the local government and any community council in the area of the proposed licensed premises. For purposes of this notification, the document that must be submitted is the application document produced by the online application system titled "Public Notice".

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

Section 1 – Establishment Information

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

Licensee:	The Grass Station, LLC	License Number:	10869		
License Type:	Retail Marijuana Store				
Doing Business As:	Grass Station 49				
Premises Address:	1326 Cushman Street				
City:	Fairbanks	State:	AK	ZIP:	99701

Section 2 – Certification

I certify that I have met the local government notice requirement set forth under 3 AAC 306.025(b)(3) by submitting a copy of my application to the following local government official and community council (if applicable):

Local Government: Fairbanks North Star Borough Name of Official: Manish Singh
 Title of Official: Zoning Official Date Submitted: 8-29-2016
 Community Council: _____ Date Submitted: _____
 (Municipality of Anchorage and Matanuska-Susitna Borough only)

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

[Signature]
 Signature of licensee
Gary Evans
 Printed name of licensee

[Signature]
 Notary Public in and for the State of Alaska
 My commission expires: 12/17/2017

Subscribed and sworn to before me this 8 day of March, 2017.



Alaska Marijuana Control Board
Form MJ-08: Local Government Notice Affidavit

What is this form?

A local government notice affidavit is required for all marijuana establishment license applications with a proposed premises that is located within a local government, per 3 AAC 306.025(b)(3). As soon as practical after initiating a new marijuana establishment license application, an applicant must give notice of the application to the public by submitting a copy of the application to the local government and any community council in the area of the proposed licensed premises. For purposes of this notification, the document that must be submitted is the application document produced by the online application system titled "Public Notice".

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

Section 1 – Establishment Information

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

Licensee:	Gary Evans	License Number:	10869
License Type:	Retail Marijuana Store		
Doing Business As:	Grass Station 49		
Premises Address:	1326 Cushman Street		
City:	Fairbanks	State:	AK
		ZIP:	99701

Section 2 – Certification

I certify that I have met the local government notice requirement set forth under 3 AAC 306.025(b)(3) by submitting a copy of my application to the following local government official and community council (if applicable):

Local Government: Fairbanks North Star Borough Name of Official: Manish Singh
 Title of Official: Zoning Official Date Submitted: 8-29-2016
 Community Council: _____ Date Submitted: _____
 (Municipality of Anchorage and Matanuska-Susitna Borough only)

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

[Signature]
 Signature of licensee

Gary Evans
 Printed name of licensee

[Signature]
 Notary Public in and for the State of Alaska
 My commission expires: 12/17/2017

Subscribed and sworn to before me this 8 day of November, 2016.

AFFP

The Grass Station, LLC is appl

Affidavit of Publication

UNITED STATES OF AMERICA }
STATE OF ALASKA } SS.
FOURTH DISTRICT }

37945

Before me, the undersigned, a notary public, this day personally appeared Tameka Ambersley, who, being first duly sworn, according to law, says that he/she is an Advertising Clerk of the Fairbanks Daily News-Miner, a newspaper (i) published in newspaper format, (ii) distributed daily more than 50 weeks per year, (iii) with a total circulation of more than 500 and more than 10% of the population of the Fourth Judicial District, (iv) holding a second class mailing permit from the United States Postal Service, (v) not published primarily to distribute advertising, and (vi) not intended for a particular professional or occupational group. The advertisement which is attached is a true copy of the advertisement published in said paper on the following day(s):

The Grass Station, LLC is applying under 3 AAC 306.300 for a new Retail Marijuana Store license, license #10869, doing business as GRASS STATION 49, located at 1326 Cushman St., Fairbanks, Ak, 99701, UNITED STATES.

Interested persons should submit written comment or objection to their local government, the applicant, and to the Alcohol & Marijuana Control Office at 550 W 7th Ave, Suite 1600, Anchorage, ak 99501 or to marijuana.licensing@alaska.gov not later than 30 days after this notice of application.

October 06, 2016, October 13, 2016, October 20, 2016

Publish: 10/6, 10/13, 10/20/16

and that the rate charged thereon is not excess of the rate charged private individuals, with the usual discounts.

Advertising Clerk

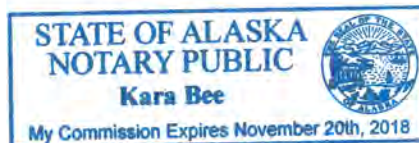
Subscribed to and sworn to me this 20th day of October 2016.

Kara Bee, Notary Public in and for the State Alaska.

My commission expires: November 20, 2018

00008956 00037945

GARY EVANS
125 KENNETH ST
FAIRBANKS, AK 99712





Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	The Grass Station, LLC	License Number:	10869		
License Type:	Retail Marijuana Store				
Doing Business As:	GRASS STATION 49				
Physical Address:	1326 Cushman St.				
City:	Fairbanks	State:	AK	Zip Code:	99701
Designated Licensee:	Gary Evans				
Email Address:	skinnygmc@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	<ul style="list-style-type: none"> -letter of authorization to perform Commercial Marijuana Retail business at property -A copy of Lease agreement -paper explaining Building owners Name + LLC
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Letter of Authorization

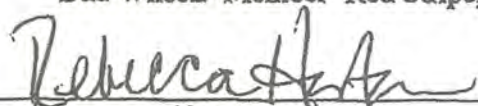
I, Bud Wilson DBA Red Stripe, LLC, authorize Gary Evans and Mason Evans, owners of Brothers of Botany, LLC. and The Grass station, LLC. to use my property, located at 1326 Cushman Street Fairbanks, Alaska 99701, Lot 3A Block 20 Rickert previously assessed as Lots 3A, 3B 4 and 5 Rickert and Lot 3A block 20 Rickert, for use as commercial marijuana facility that with all the laws of the State of Alaska, the City of Fairbanks and the Fairbanks North Star Borough.

Property Owner:



Bud Wilson- Member- Red Stripe, LLC

Witness:



REBECCA HORTON

August 22, 2016

To whom it may concern,

Wilmer William Wilson III also known as Bud Wilson is a signer for Red Stripe, LLC.

Thank you,

A handwritten signature in cursive script that reads "Wilmer W. Wilson III". The signature is written in black ink and is positioned above the printed name.

Wilmer William Wilson III

A handwritten signature in cursive script that reads "Bud Wilson". The signature is written in black ink and is positioned above the printed name.

Bud Wilson

COMMERCIAL LEASE AGREEMENT

THIS LEASE AGREEMENT, made this 27th day of September between Red Stripe, LLC, whose address is P.O. Box 240511, Anchorage, Alaska 99524 hereinafter referred to as the "Lessor", and Brothers of Botany, LLC and The Grass Station dba Grass Station 49, LLC, whose address is 814 Goldmine Trail, Fairbanks, Alaska 99712, hereinafter referred to as the "Lessee".

1. **Premises.** The Lessor hereby leases to Lessee the property 1326 Cushman Street, Fairbanks, Alaska. The portion of lot 3A to be leased is lot 3A West of the center line or Stacia Street, situated in the Fairbanks Recording District, Fourth Judicial District, State of Alaska, together with the right to use the improvements to that property according to the terms of this Agreement. The real property and Improvements are hereinafter referred to as "the Premises". The portion retained by Lessor is that parcel East of the centerline of Stacia Street. See Attachment A.

A. The portion of Lot 3A to be leased is Lot 3A West of the center line of Stacia Street.

B. The portion retained by Lessor is that parcel East of the center line of Stacia Street.

C. The Lessor to have ingress and egress through the lot the East from Cushman Street to the portion herein being leased.

D. Both lots to retain access on Stacia Street off of Gaffney Road.

E. Lessee to have the option to place a sign on the South East corner of the parcel to be retained by Lessor.

F. Future development of lot being retained shall not obstruct the view to the existing building.

2. **Term.** The term of this agreement shall be for Five (5) years commencing October 1st, 2016 and terminate September 31st, 2021. Lessee shall have the right to extend the term for Five (5) years. Lessee has the right to purchase the property for Seven Hundred Fifty Thousand Dollars (\$750,000) after the initial five (5) years and anytime thereafter. Lessee has Right of First Refusal.

A) The Lessee must, in writing, One Hundred Twenty Days (120) days prior to the end of the lease or extensions thereof notify the Lessor that Lessee is vacating the premises and not renewing the lease. The Lessor shall post for lease signs on the building and bring prospective tenants to the premises for the purposes of securing another tenant.

B) If the laws ever change thereby and cause the business to close the Lessee is released from this lease with a 120 day notice to the Lessor.

3. **Rent.** The Lessee shall pay to the Lessor as rent for the Premises the sum of Four Thousand Five Hundred Dollars (\$4,500), per month. There is a three percent (3%) escalator on years two (2) thru five (5). See chart below. Payment of rent shall be in advance and due on the 1st day of the month without demand. Rent to be deposited to Red Stripe, LLC at Wells Fargo-Account Number 7232519160 within Five (5) days of the due date shall bear a Ten (10 %) late fee.

Year 2-\$4,635.00

Year 3-\$4,774.05

Year 4-\$4,908.27

Year 5-\$5,055.52

4. **Security Deposit.** Lessee agrees to deposit a security deposit with Lessor prior to or concurring with Lessee's occupancy of the premises in the amount of Fourteen Thousand Fifty Five Dollars (\$14,055) due for Four Thousand Five Hundred Dollars (\$4,500) first month's rent, Five Thousand Fifty Five Dollars (\$5,055) for last month's rent and a security deposit of Four Thousand Five Hundred Dollars (\$4,500). Deposit shall be held by the Lessor without interest until the termination of this lease and shall be refunded in full to Lessee less any recoverable damages to the premises, normal wear and tear accepted. Security deposit cannot be considered any part of the last month's rent. Security deposit will be returned to Lessee within Fourteen (14) days of Lessor's satisfactory inspection of the condition of the premises after the Lessee has vacated the premises and is current with all obligations under the terms of this lease.

5. **Use of the Premises.** Use of the property shall be limited to Manufacturing and retail of Marijuana. Lessee shall comply with all the sanitary laws, ordinances, rules, and orders of appropriate governmental authorities affecting the cleanliness, occupancy and preservation of the premises during the Term of this Lease. Lessee agrees to have set hours of operation, more specifically as follows: To be determined. If required by marijuana laws the lease can be rewritten to make the building into two separate suites.

6. **Quiet Enjoyment.** Lessor covenants that on paying the rent and performing the covenants herein contained, Lessee shall peacefully and quietly have, hold and enjoy the premises. Lessor guarantees access to property free of congestion for the term of the lease.

7. **Condition of Premises.** Lessee stipulates that it has examined the demised premises, including the grounds and all buildings and improvements, and that Lessee accepts the premises in an "AS IS" condition. Lessee is to be responsible for all maintenance or replacement of boiler, roof, windows, and asphalt. Lessor is responsible for the structural components of the roof, walls, and foundation.

8. **Right to Enter.** Lessor shall have the right, at all reasonable times, with reasonable notice, if possible, to enter the premises to inspect the same and to make such repairs and alterations, as the Lessor shall see fit.

9. **Utilities and Services.** The Lessor and Lessee shall pay the following utility and service expenses, as assigned below.

Lessor	Lessee	Expense
	X	Heating, including fuel, routine furnaces maintenance and annual furnace inspection.
	X	Normal maintenance and repair expenses of tenant owned improvements and equipment.
	X	Water and sewer expenses.
	X	Electrical Services All electrical service in Lessees space to be metered by GVEA. Electrical service provided to space to be in Lessees name.
	X	Telephone and telecommunication services to the premise
	X	Garbage Removal Services. Dumpster to be placed on north side of building.
	X	Snow Removal
	X	Insurance- See item 14

10. **Surrender.** Lessee agrees to surrender the premises at the termination of the tenancy in *the same condition as when received by the Lessee.*

11. **Sub-letting and Assignment.** Lessee shall not sub-let or assign its lease without the prior written consent of Lessor.

12. **Taxes.** Lessee shall pay sales taxes, income taxes, payroll taxes, duties and charges placed by any government or regulatory agency upon the premises or upon the fixtures, inventory and other personal property of Lessee, or any other levies on the premises associated with Lessee's use of the premises. Lessor shall pay all other taxes and assessments as they become due, including property taxes. **Lessee to pay all real estate taxes if said taxes are in excess of 2016 real estate taxes.**

13. **Indemnification.** Lessee agrees to indemnify, hold harmless and defend Lessor and it's agents from any and all liability to any person or persons for damages, claims, suits, liabilities, costs and expenses arising from Lessee's occupancy and use of the premises, including without limitation the use of all property, inventory and equipment of Lessee, and/or arising from acts by the Lessee, its agents, servants, employees, customers and contractors.

14. **Insurance.**

A) Lessee shall obtain and keep in force during the term of this lease a policy or policies of insurance covering personal injury and property damage in the minimum amounts of **One Million Dollars (\$1,000,000)** per accident or loss, and **One Million Dollars (\$1,000,000)** per person. Lessee shall deliver appropriate evidence to Lessor as proof that adequate insurance is in force and that *Lessor is named as an additional insured. Lessor shall have the right to require that the*

Lessor receive notice of any termination of such insurance policies.

B) Hazard Insurance of up to Three Hundred Fifty Thousand Dollars (\$350,000) for the premises. Contents to be insured separately.

15. **Non-Liability of Lessor.** Lessor shall not be responsible or liable to Lessee for any loss or damage that may be occasioned by or through either the acts or omissions of persons occupying adjoining premises, persons occupying adjoining premises, persons occupying any part of the building adjacent to or connected with the premises, or Lessees in any other part of the building on the demised premises, if any.

16. **Permanent Improvements.** Lessee shall not construct or install permanent improvements without the prior written consent of Lessor.

17. **Removal of Improvements.** Lessee shall remove all improvements made by it prior to the termination of this lease except permanent improvements such as soil, and/or concrete and asphalt.

18. **Subordination.** This lease is subordinate to any and all deeds of trust given by the Lessor that encumber or may encumber the premises.

19. **Right to Show Premises.** Lessee agrees that prior to the date of termination of this lease as provided for herein, upon twenty-four (24) hours' notice to Lessee, Lessor or his agent may show the premises to any party which the Lessor may deem appropriate.

20. **Environmental Compliance and Hazardous Substances:**

- A: Lessor to indemnify and hold harmless the tenant against any liability for the contaminated soils on the property.
- B. Except for ordinary and reasonable products and those substances reasonably necessary to sell, store or use to support the activities on the Premises anticipated by this Lease, Lessee shall not use, generate, store, release or discharge any Hazardous Substances shall comply with all Federal, State, or Municipal Laws or Regulations.
- C. Lessor represents and warrants to Lessee that, as of the date of execution of this Lease, the Premises are not in violation of or harbor any Hazardous Substances in violation of any Federal, State or Municipal Law or Regulation. Lessee shall only be responsible (in any Manner) for costs or damages relating to Hazardous Substances that occur as a result of Lessee's activities on the Premises. Lessor shall defend, indemnify and save Lessee harmless from all costs, loss or damage relating to Hazardous Substance not resulting from Lessee's activities on the Premises.
- D. For the Purpose of this Lease, Hazardous Substances shall be broadly interpreted to include any hazardous or toxic substance, which during Lessee's occupancy of the Premises is a substance, material or waste, which is regulated under applicable Local, State or Federal Law or Regulations.

21. **Tenant Improvements:** All tenant improvements to be paid for by Lessee.

22. **Lessor Responsibility:**

- A) Lessor to hook-up city water to building.
- B) Lessor to make sure water and sewer are functional inside the building and pass city building codes.
- C) Lessor to make sure power works in building that all the electrical is functional inside the building and will pass city building codes.
- D) Lessor to fix broken windows.

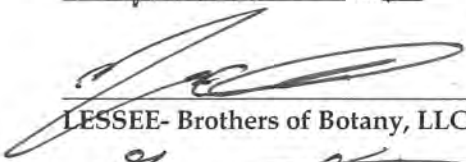
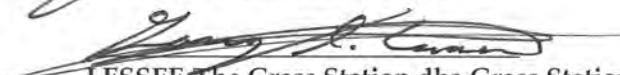
23. **Personal Guarantors.** Mason Evans and Gary Evans will sign on behalf of their companies and also personal guarantors of this lease.

24. **Complete Agreement.** This Agreement sets out the entire agreement between the parties; no modifications may be made to this Agreement, except in writing, signed by both parties.

DATED this 5th day of October, 2016


LESSOR-Red Stripe, LLC

DATED this 27 day of September, 2016


LESSEE- Brothers of Botany, LLC

LESSEE-The Grass Station dba Grass Station 49, LLC

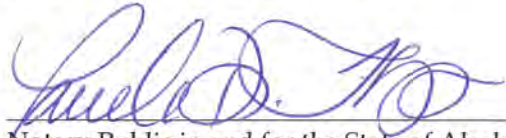
STATE OF ALASKA)
) SS
EIGHTEENTH JUDICIAL DISTRICT)

AS TO LESSEE

THIS IS TO CERTIFY that, on the 27 day of September, 2016, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared Mason Evans and Gray Evans known to me to be the individual named in and who executed the forgoing instrument, and acknowledged to me that he signed and sealed the same as his voluntary act and deed, for the uses and purposes therein mentioned.

WITNESS my hand and notarial seal the day and year last above written.

residing in Fairbanks AK


Notary Public in and for the State of Alaska,
My commission expires 12/17/2017

STATE OF ALASKA)
) SS
FOURTH JUDICIAL DISTRICT)

AS TO LESSOR

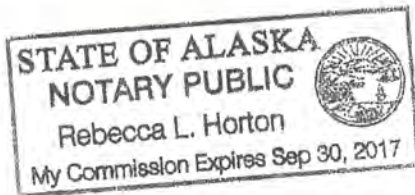
THIS IS TO CERTIFY that, on the 5th day of October 2, 2016,
before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn as such,
personally appeared W.W. Wilson III known to me to be the
individual named in and who executed the forgoing instrument, and acknowledged to me that he signed and sealed the
same as his voluntary act and deed, for the uses and purposes therein mentioned.

WITNESS my hand and notarial seal the day and year last above written.

Anchorage
residing in ~~Fairbanks~~, Alaska.

Rebecca J. Horton
Notary Public in and for the State of Alaska,

My commission expires 9-30-2017



Cash Alaska II, LLC

8/10/16

To: Shawn and Pam fax 456-6474

From: Bud Wilson

Re: Red Stripe docs and some other items

See attached 6 pages :

Date: 1/25/06 Operating Agreement for Red Stripe, LLC

9/22/06 Bill of Sale (Erich sells to Neb City Building Inc.)

9/23/06 Bill of Sale (Neb City Bldg Inc sells to W.W.Wilson, 111)

5/12/10 amendments to Operating Agreement

These docs clearly give me the right to sign for Red Stripe, LLC

I am not wanting to put water into the building until Mason is sure of his license. I have the water contract all signed and accepted and the sub is waiting on my go ahead to start. Please give me an update on license progress. I am concerned about waiting too long and my sub getting busy on other jobs?

Also, please call the main coffee stand person to see if they are interested in my corner. Also, let me know what the food truck person thought of \$2,000 per month. Could we have both?

Thanks, Bud



**Operating Agreement
of
Red Stripe, LLC**

This Operating Agreement for Red Stripe, LLC (the "Company"), is entered into as of the 25th day of January 2006, by and between the Company and Erich J. Heinrich, being the one member of the company.

Article 1.

Name, Registered Agent, Registered Office, Term, Initial Member

- 1.1 Name. The name of the Limited Liability Company is **Red Stripe, LLC**.
- 1.2 Organization and Operation. This Limited Liability Company has been formed as an Alaska Limited Liability Company to engage in any and all lawful affairs for which a limited liability company may be organized under AS 10.50.010 et. seq.
- 1.3 Registered Agent. The Registered Agent of the Limited Liability Company is Erich J. Heinrich
- 1.4 Registered Agent's Address and Principal Place of Business. The registered agent's address and principal place of business of the Limited Liability Company is 3801 Centerpoint Dr., Ste 200, Anchorage, Alaska 99503
- 1.5 Term. The Limited Liability Company began on the date of filing its Articles of Organization with the State of Alaska, and will continue until 12/31/2023, or by an act specified in Section 8 of this Agreement.
- 1.6 Current Members. The Current Member of the Limited Liability Company is Erich J. Heinrich (the "Members").

Article 2

Capital Contributions

- 2.1 The initial capital contribution of the members for their respective interests as hereinafter stated is the aggregate sum if \$500.00.
- 2.2 A separate capital account shall be maintained for each member in accordance with the Internal Revenue Code and the Treasury Regulations.

Article 3.

Allocations of Profits and Losses

- 3.1 Allocation of Profits and Losses. Profits and losses for each fiscal year shall be allocated to each member in accordance with his/its percentage membership interest

Article 4.

Management

- 4.1 Management. The Limited Liability Company shall be managed by the members, which management and operation of the Limited Liability Company shall be in all respects in accordance with the requirements of the Alaska Revised Limited Liability Company Act, AS 10.50.010. et. seq. ("the Act") as now in effect, or as hereafter amended.

Article 5.

Contracts, Loans, Bank Accounts, Checks, and Drafts

- 5.1 Execution of Contracts, Loans, Bank Accounts, Checks and Drafts. All contracts, loans, checks and drafts, absent amendment to this Operation Agreement, shall be signed by Erich J. Heinrich, or other such authorized agents of the Company, if any, as the members shall designate in writing.

Article 6

Amendment of this Operating Agreement

- 6.1 Amendment. This Operating Agreement may be modified only by Amendment signed by the members.

Article 7

Indemnification of Member

- 7.1 Indemnification. The Limited Liability Company shall indemnify the members to the fullest extent not prohibited by the Act


Article 8

Dissolution, Liquidation, and Termination

- 8.1 Events of Dissolution. The Limited Liability Company shall be dissolved and shall commence winding up its affairs upon the first of the following to occur:

8.4 Amendments

1. Registered Agent. The Registered Agent of the Limited Liability Company is changed to Wilmer W. Wilson, III.
2. Registered Agent's Address and Principal Place of Business. The registered agent's address and principal place of business of the Limited Liability Company is changed to 505 W. Northern Lights, Ste 212, Anchorage, AK 99503
3. Current Members. The Current Member of the Limited Liability Company is Wilmer W. Wilson, III.
4. Execution of Contracts, Loans, Bank Accounts, Checks and Drafts. All contracts, loans, checks and drafts, absent amendment to this Operation Agreement, shall be signed by Wilmer W. Wilson, III, or other such authorized agents of the Company, if any, as the members shall designate in writing.
5. Managing Member. The Current Managing Member of the Limited Liability Company is Wilmer W. Wilson, III.
6. Real Estate Transaction. All Real Estate Transactions shall be signed by Wilmer W. Wilson, III, or other such authorized agents of the Company, if any, as the members shall designate in writing.

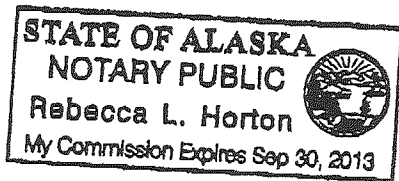


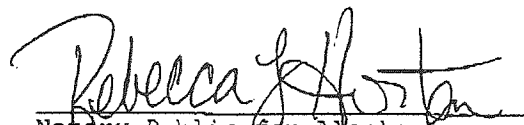
Erich J. Heinrich



Wilmer W. Wilson, III

The foregoing instrument was acknowledged before me this 12th day of May, 2010 by Erich J. Heinrich and Wilmer W. Wilson, III, personally known to me.





Notary Public for Alaska
My Commission Expires 9-30-2013

BILL OF SALE

Erich Heinrich, seller, of 3801 Centerpoint Dr., Ste 200, Anchorage, Alaska, in consideration of \$1,000.00 paid by Neb City Building, Inc., buyer, of P.O. Box 240511, Anchorage, Alaska, receipt of which is acknowledged, do grant, sell, transfer, and deliver to buyer the following goods: all interest in Red Stripe, LLC.

The purchase price is subjected to all assets or liabilities due to or owed by Red Stripe, LLC as of date of sale.

Buyer shall have all rights and title to the goods in itself and their executors, administrators, and assigns.

Seller is the lawful owner of the goods, and the goods are free from all encumbrances. Seller has good right to sell the goods and will warrant and defend the right against the lawful claims and demands of all persons.

Seller has executed this bill of sale at Anchorage, Alaska on September 22, 2006



A handwritten signature in black ink, appearing to be 'Erich Heinrich', written over a horizontal line.

9.22.06

Seller:

Erich Heinrich, Managing Member, Red Stripe, LLC

BILL OF SALE

September 23, 2006


Neb City Bldg Inc, seller, of PO Box 240511 Anchorage. AK 99524, in consideration of \$1,000.00 paid by W.W. Wilson, III., buyer, of P.O. Box 240511, Anchorage, Alaska, receipt of which is acknowledged, do grant, sell, transfer, and deliver to buyer the following goods: all interest in Red Stripe, LLC.

The purchase price is subjected to all assets or liabilities due to or owed by Red Stripe, LLC as of date of sale.

Buyer shall have all rights and title to the goods in itself and their executors, administrators, and assigns.

Seller is the lawful owner of the goods, and the goods are free from all encumbrances. Seller has good right to sell the goods and will warrant and defend the right against the lawful claims and demands of all persons.

Seller has executed this bill of sale at Anchorage, Alaska on September 23, 2006



Seller:

Neb City Bldg, INC by W.W. Wilson, III, President

The Grass Station LLC

Marijuana Retail

Use of Site

The Grass Station LLC is a locally owned and operated commercial marijuana retail facility which will be doing business as Grass Station 49. Located at 1326 Cushman street Fairbanks, Alaska 99701, lot 3A block 20 Rickert previously assessed as lots 3A, 3B, 4 and 5 Rickert and lot 3A suite B. At this time, The Grass Station LLC doing business as Grass Station 49, will be selling commercial marijuana products that have been purchased from other legally licensed cultivators and manufacturing facilities. 1326 Cushman street building is split up into 3 separate suites. Suite A (475SF), which is Marijuana Retail owned and operated by The Grass Station LLC, doing business as Grass Station 49. Suite B(1540SF), which is Marijuana production manufacturing limited owned and operated by Brothers of Botany doing business as Brothers of Botany. Suite C(399SF), which will be a Marijuana retail owned and operated by The Grass Station LLC, doing business as Grass Station 49.

ORDINANCE NO. 6044

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE SECTION 70-134
SETTING DESIGN STANDARDS FOR ROADWAYS IN FAIRBANKS**

WHEREAS, one of the primary functions of the City of Fairbanks is to design and maintain city roads; and

WHEREAS, design and construction of new or improved roads by and within the City is the responsibility of the Engineering Department; and

WHEREAS, snow plowing, snow removal, and road maintenance upon City roadways is the responsibility of the Public Works Department; and

WHEREAS, steering committees and community preferences may suggest certain design features and amenities that diminish available road right-of-way such that snow removal costs would be increased if implemented; and

WHEREAS, while road design varies based on classification, traffic and pedestrian needs and right-of-way width, short-term snow storage within the road section should be provided wherever practical; and

WHEREAS, the cost of snow removal for assumed or reconstructed roads shall be considered net of reduced costs for other Public Works maintenance, including where asphalt patching and storm drain thawing and pumping are reduced or eliminated.

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

SECTION 1. That Fairbanks General Code Chapter Sec. 70-134 is hereby amended as follows [new text in **underlined bold** font; deleted text in ~~strikethrough~~ font]:

Sec. 70-134. Maintenance of streets; council approval; design standards.

(a) The city shall neither accept legal title to nor assume the maintenance or improvement obligation of any new street, public or private or other thoroughfare in the city except upon the express approval of the city council by resolution.

(b) Snow removal is a critical safety function of the City. Opening roads after heavy snow falls is of primary importance with an emphasis on plowing first and removal being secondary. Consequently, road designs that do not

allow for short-term storage space or create other obstacles for efficient street plowing are discouraged. The City Engineering and Public Works departments must be in agreement on any major improvements or redesigns, and ongoing maintenance costs must be considered.

(c) Pavement widths should be designed to comfortably accommodate larger emergency and commercial vehicles.

(d) Snow storage facilities are critical for the efficient removal of snow. The loss of acreage and locations for this purpose significantly increases the cost for removal. The City should consistently look for opportunities to add areas for this purpose and actively work to retain existing facilities.

(e) Fiscal Restraint: the net cost of maintenance for assumed or reconstructed roads shall not exceed the Public Works budget programmed for such road, unless funded and approved by the City Council.

SECTION 2. That the effective date of this Ordinance shall be the ___ day of April 2017.

Jim Matherly, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, CMC, City Clerk

Paul J. Ewers, City Attorney

ORDINANCE NO. 6045

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE SECTION 2-232(a),
FAIRBANKS DIVERSITY COUNCIL COMPOSITION; TERMS OF OFFICE**

WHEREAS, the Fairbanks Diversity Council (FDC) was established on March 10, 2014 by the City Council's adoption of Ordinance No. 5939; and

WHEREAS, the Fairbanks General Code states that the FDC will consist of 15 public voting members broadly selected to represent the diverse people of Fairbanks, eight of whom must be City residents; and

WHEREAS, it appears that the FDC may be better served by broadening the scope of membership to increase and allow more flexibility in community participation.

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

SECTION 1. Fairbanks General Code Section 2-232(a) is hereby amended as follows [new text in **underlined bold** font; deleted text in ~~strikethrough~~ font]:

Sec. 2-232. FDC – Composition; term of office.

(a) The FDC shall include 15 public voting members broadly selected to represent the diverse people of Fairbanks. Twelve **community** members, ~~at least eight of whom must be residents of the City of Fairbanks,~~ shall be appointed by the City Mayor subject to the approval of the City Council. Three **community** members shall be appointed by the Fairbanks North Star Borough Mayor subject to the approval of the Fairbanks North Star Borough Assembly. **Preference for City-appointed positions shall be given to residents of the City of Fairbanks.** All appointments of the public members shall be for three-year terms, without compensation. The term of members shall be until June 30 of the third year from appointment. The first members of the commission shall be appointed in staggering terms that end on June 30 as follows: five members for a term of one year, five members for a term of two years, and five members for a term of three years.

SECTION 2. That the effective date of this Ordinance shall be the ____ day of April 2017.

Jim Matherly, City Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, CMC, City Clerk

Paul J. Ewers, City Attorney

RESOLUTION NO. 4788

**A RESOLUTION AWARDING A CONTRACT TO EXCLUSIVE PAVING
FOR THE BJERREMARK STREET SIDEWALK PROJECT
ITB-17-04 IN THE AMOUNT OF \$229,752**

WHEREAS, in accordance with FGC Chapter 54, Article IV, Competitive Bidding, bids were solicited for the Bjerremark Street Sidewalk Project (hereinafter "Project"); and

WHEREAS, the Project will construct a new sidewalk facility on Bjerremark Street from 23rd to 27th Avenue to serve the Resource Center for Parents and Children, Fairbanks Community Food Bank, and Fairbanks Rescue Mission, and will repave Bjerremark Street; and

WHEREAS, the successful responsive bidder for the Project was Exclusive Paving of Fairbanks, Alaska, in the amount of Three Hundred Fourteen Thousand Eight Hundred Eighty-one Dollars and Ten Cents (\$314,881.10); and

WHEREAS, funding for this Project was provided to the City of Fairbanks by the U.S. Department of Housing & Urban Development through the Alaska Community Development Block Grant Program (Federal Grant No. B-15-DC-02-0001); and

WHEREAS, supplemental funding for this Project was provided by the Alaska Department of Commerce, Community, & Economic Development Designated Legislative Grant Program and FMATS TAP Funding; and

WHEREAS, the City will maintain the improvements following construction.

NOW, THEREFORE, BE IT RESOLVED by the City Council that the Mayor is authorized to execute a contract and such other documents in a form approved by the City Attorney as may be necessary to effect award of the contract.

PASSED and APPROVED this 24th Day of April 2017.

Jim Matherly, City Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, CMC, City Clerk

Paul J. Ewers, City Attorney

CITY OF FAIRBANKS
FISCAL NOTE

I. REQUEST:

Ordinance or Resolution No: 4788

Abbreviated Title: AWARDING BJERREMART STREET SIDEWALK CONTRACT TO EXCLUSIVE PAVIN

Department(s): ENGINEERING DEPARTMENT

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:	Equipment	Contracts	Personnel	Total
Bjerremark Sidewalk Contract Base 23rd - 25th		\$149,977		\$149,977
Bjerremark Additional 1 25th-26th		\$79,775		\$79,775
Bjerremark Additional 2 26th-27th		\$85,130		\$85,130
				\$0
				\$0
				\$0
TOTAL	\$0	\$314,882	\$0	\$314,882

FUNDING SOURCE:	Equipment	Contracts	Personnel	Total
Community Development Block Grant (Federal Funds)		\$95,052		\$95,052
DCCED Local Road Improvements Grant (State Funds)		\$134,700		\$134,700
FMATS TAP Funding		\$85,130		\$85,130
TOTAL	\$0	\$314,882	\$0	\$314,882

The City currently maintains Bjerremark Street so we do not anticipate additional costs associated with the repaving project. The sidewalk maintenance costs may increase the Public Works Annual General Fund Budget. The City does provide snow removal for sidewalks in that neighborhood.

Reviewed by Finance Department: Initial cp Date 4/17/2017

RESOLUTION NO. 4789

**A RESOLUTION IN SUPPORT OF SB 100, AN ACT RELATING TO
MUNICIPAL LIENS**

WHEREAS, Senate Bill 100, sponsored by Senator Dennis Egan, is designed to fix an unintended consequence of a 1998 bill enacted to end unauthorized common law liens that were being used to harass public servants; and

WHEREAS, liens are a tool used by local governments across America to recoup the unpaid costs of providing services and abating dangerous buildings; and

WHEREAS, in Alaska, many rural municipalities provide utility services for their communities, and those municipalities use liens to collect from people who use those services but do not pay for them; and

WHEREAS, liens have historically also been used to recover the cost to local governments when they have to abate dangerous, dilapidated, or public nuisance properties; and

WHEREAS, in 2012 the Alaska Supreme Court held that because liens based solely on municipal law were not included in the code of civil procedure, municipal liens without a connection to some other state law were not valid; and

WHEREAS, SB 100 restores to municipalities their pre-2012 authority by giving liens under municipal law the same authority as state and federal law liens under Alaska statutes.

NOW, THEREFORE, BE IT RESOLVED by the City Council that the City Council supports passage of SB 100.

PASSED and APPROVED this 24th Day of April 2017.

Jim Matherly, City Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, CMC, City Clerk

Paul J. Ewers, City Attorney

RESOLUTION NO. 4790

**A RESOLUTION IN SUPPORT OF HOUSE BILL 176, AN ACT
RELATING TO MEDICAL ASSISTANCE REIMBURSEMENT FOR
GROUND EMERGENCY MEDICAL TRANSPORTATION SERVICES**

WHEREAS, the City of Fairbanks provides emergency medical services to citizens and visitors in Interior Alaska; and

WHEREAS, the City of Fairbanks receives partial reimbursement for the cost of providing emergency medical services to Medicaid beneficiaries; and

WHEREAS, the City of Fairbanks emergency medical service providers incur additional uncompensated costs when providing services to Medicaid beneficiaries; and

WHEREAS, Federal Centers for Medicare and Medicaid Services provide supplementary reimbursement of uncompensated costs incurred by emergency medical service providers in the treatment and transportation of Medicaid beneficiaries in states participating in the Ground Emergency Medical Transportation program; and

WHEREAS, the Centers also provide reimbursement for the administrative costs associated with administration of the Ground Emergency Medical Transportation program; and

WHEREAS, the Ground Emergency Medical Transportation program is not part of any Medicaid expansion effort and is not associated with the Affordable Care Act; and

WHEREAS, enacting Ground Emergency Medical Transportation is a first step in facilitating implementation of the Ground Emergency Medical Transportation program in Alaska.

NOW, THEREFORE, BE IT RESOLVED that the Fairbanks City Council supports legislation facilitating implementation of the Ground Emergency Medical Transportation program in Alaska.

PASSED and APPROVED this 24th Day of April 2017.

Jim Matherly, City Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, CMC, City Clerk

Paul J. Ewers, City Attorney

Introduced By: Mayor Matherly
Finance Committee Review: April 18, 2017
Introduced: April 24, 2017

ORDINANCE NO. 6046

**AN ORDINANCE AMENDING THE 2017 OPERATING
AND CAPITAL BUDGETS FOR THE FIRST TIME**

WHEREAS, this ordinance incorporates the changes outlined on the attached fiscal note to amend the 2017 operating and capital budgets; and

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

SECTION 1. There is hereby appropriated to the 2017 General Fund and the Capital Fund budgets the following sources of revenue and expenditures in the amounts indicated to the departments named for the purpose of conducting the business of the City of Fairbanks, Alaska, for the fiscal year commencing January 1, 2017 and ending December 31, 2017 (see pages 2 and 3) [changes shown in **bold** font]. [amendments shown in **bold underlined** font; deleted text or amounts in ~~striketrough~~ font]:

GENERAL FUND

	COUNCIL APPROPRIATED	REVIEW PERIOD INCREASE (DECREASE)	PROPOSED COUNCIL APPROPRIATION
REVENUE			
Taxes, (all sources)	\$ 20,066,409	\$ 99,828	\$ 20,166,237
Charges for Services	4,966,012	51,272	5,017,284
Intergovernmental Revenues	3,702,349	(295,000)	3,407,349
Licenses & Permits	1,609,092	-	1,609,092
Fines, Forfeitures & Penalties	595,515	-	595,515
Interest & Penalties	98,600	-	98,600
Rental & Lease Income	126,234	-	126,234
Other Revenues	221,000	-	221,000
Other Financing Sources	4,190,979	(2,000,000)	2,190,979
	<u>\$ 35,576,190</u>	<u>\$ (2,143,900)</u>	<u>\$ 33,432,290</u>
Total revenue appropriation			
EXPENDITURES			
Mayor and Council	\$ 600,082	\$ 11	\$ 600,093
Office of the City Attorney	183,092	29,685	212,777
Office of the City Clerk	349,125	4,010	353,135
Finance Department	997,059	28	997,087
Information Technology	1,691,738	131,295	1,823,033
General Account	6,543,575	22,033	6,565,608
Police Department	7,213,626	55,357	7,268,983
Dispatch Center	2,276,126	13,840	2,289,966
Fire Department	6,289,599	10,723	6,300,322
Public Works Department	7,645,438	540,514	8,185,952
Engineering Department	718,422	15,673	734,095
Building Department	684,732	11	684,743
	<u>\$ 35,192,614</u>	<u>\$ 823,180</u>	<u>\$ 36,015,794</u>
Total expenditure appropriation			
12/31/16 estimated general fund balance	\$ 8,860,989	\$ 3,184,616	\$ 12,045,605
Increase (Decrease) to fund balance	383,576	(379,049)	4,527
Nonspendable	-	(488,807)	(488,807)
Committed for snow removal	-	(250,000)	(250,000)
Prior year encumbrances	-	(588,031)	(588,031)
Transfer to other funds	-	(2,000,000)	(2,000,000)
12/31/17 Unassigned balance	<u>\$ 9,244,565</u>	<u>\$ (521,271)</u>	<u>\$ 8,723,294</u>

Minimum unassigned fund balance requirement is 20% of budgeted annual expenditures but not less than \$4,000,000.

\$ 7,203,159

CAPITAL FUND

<u>REVENUE</u>	COUNCIL APPROPRIATION	REVIEW PERIOD INCREASE (DECREASE)	PROPOSED COUNCIL APPROPRIATION
Transfer from Permanent Fund	\$ 584,056	\$ -	\$ 584,056
Transfer from General Fund	427,509	1,750,000	2,177,509
Public Works	250,000	-	250,000
Building	10,000	-	10,000
Engineering	10,000	-	10,000
Police	180,000	-	180,000
Dispatch	140,000	-	140,000
Fire	313,960	-	313,960
IT	86,688	-	86,688
Property Repair & Replacement	145,000	-	145,000
Total revenue appropriation	<u>\$ 2,147,213</u>	<u>\$ 1,750,000</u>	<u>\$ 3,897,213</u>
 <u>EXPENDITURES</u>			
Public Works Department	\$ 191,000	\$ 960,966	\$ 1,151,966
Engineering Department	28,307	-	28,307
Police Department	180,000	150,525	330,525
Fire Department	55,000	238,406	293,406
IT Department	86,688	87,258	173,946
Road Maintenance	676,319	934,994	1,611,313
Property Repair & Replacement	155,000	100,000	255,000
Total expenditure appropriation	<u>\$ 1,372,314</u>	<u>\$ 2,472,149</u>	<u>\$ 3,844,463</u>
12/31/16 capital fund balance	\$ 3,760,839	\$ 2,891,200	\$ 6,652,039
Increase (Decrease) to fund balance	774,899	1,346,925	2,121,824
Prior year encumbrances		(2,069,074)	(2,069,074)
12/31/16 assigned fund balance	<u>\$ 4,535,738</u>	<u>\$ 2,169,051</u>	<u>\$ 6,704,789</u>

SECTION 2. All appropriations made by this ordinance lapse at the end of the fiscal year to the extent they have not been expended or contractually committed to the departments named for the purpose of conducting the business of said departments of the City of Fairbanks, Alaska, for the fiscal year commencing on January 1, 2017 and ending December 31, 2017.

SECTION 3. The effective date of this ordinance shall be the ____ day of May 2017.

Jim Matherly, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, CMC, City Clerk

Paul J. Ewers, City Attorney

FISCAL NOTE
ORDINANCE NO. 6046
AMENDING THE 2017 OPERATING AND CAPITAL BUDGETS
FOR THE FIRST TIME

**General Fund—(\$ 2,143,900) Decrease in Revenue/Other Financing
\$ 823,180 Increase in Expenditures**

Revenue/Other Financing Sources – \$ (2,143,900) Decrease

1. Taxes
 - \$99,828 increase in marijuana tax collection (based on current collections)
2. Charges for Services
 - \$45,119 increase in garbage revenue (due to increased fee)
 - \$6,153 increase in garbage equipment reserve (due to increased fee)
3. Intergovernmental Revenues
 - (\$295,000) decrease in community assistance (revenue sharing)
4. Licenses & Permits
5. Fines, Forfeitures & Penalties
6. Interest & Penalties
7. Rental & Lease Income
8. Other Revenues
9. Other Financing Sources & (Uses)
 - (\$2,000,000) decrease to transfer general fund balance to the capital fund (\$1,750,000) and permanent fund (\$250,000)

Expenditures - \$823,180 Increase

1. Mayor & Council
 - \$11 increase for encumbrance carryforward
2. City Attorney's Office
 - \$29,685 increase for encumbrance carryforward
3. City Clerk's Office
 - \$4,010 increase for encumbrance carryforward
4. Finance Department
 - \$28 increase for encumbrance carryforward

5. Information Technology

- \$83,042 increase for encumbrance carryforward
- \$48,253 increase for an additional Voice Processing Module to Motorola radio system

6. General Account

- \$53,533 increase for encumbrance carryforward
- (\$40,000) decrease for professional services
- \$8,500 increase due to steam rate increase

7. Police Department

- \$44,961 increase for encumbrance carryforward
- \$10,396 increase to add a second Deputy Chief (reduce Lieutenant position)

8. Dispatch

- \$13,840 increase for encumbrance carryforward

9. Fire Department

- \$10,723 increase for encumbrance carryforward

10. Public Works

- \$347,514 increase for encumbrance carryforward
- \$128,000 increase for excess temporary wages & benefits for snow removal
- \$40,000 increase for temporary wages & benefits to cover spring & summer patching crews
- \$25,000 increase for wages & benefits to cover spring & summer patching crews

11. Engineering

- \$673 increase for encumbrance carryforward
- \$15,000 increase for a City-wide traffic signal timing review

12. Building Department

- \$11 increase for encumbrance carryforward

**Capital Fund - \$1,750,000 Increase in Other Financing Sources
\$2,472,149 Increase in Expenditures**

REVENUES

OTHER FINANCING SOURCES (USES)

1. \$154,812 increase due to general fund transfer to capital fund for future purchases
2. \$100,000 increase due to general fund transfer to capital fund for the Mayor's 2017 Contingency
3. \$745,188 increase due to a general fund transfer to the capital fund for Road Maintenance to provide committed grant matches
4. \$750,000 increase due to a general fund transfer to the capital fund for Road Maintenance for other projects and match requirements

EXPENDITURES

1. Public Works
 - \$939,618 increase for encumbrance carryforward
 - \$21,348 increase for installation of safety feature on the overhead crane in the main shop
2. Police Department
 - \$88,175 increase for encumbrance carryforward
 - \$62,350 to complete the radio purchase under the 2015 SHSP grant (\$136,166 grant allocation)
3. Fire Department
 - \$219,029 increase for encumbrance carryforward
 - \$10,000 increase for radio grant match*
 - \$9,377 increase for ambulance purchase*

* These funds were approved in 2016 but unencumbered at year end. Approval adds them back into the budget.

4. IT Department

- \$87,258 increase for encumbrance carryforward

5. Road Maintenance

- \$734,994 increase for encumbrance carryforward
- \$100,000 increase to complete the Rickert project*
- \$50,000 increase to complete the Gateway project*
- \$50,000 increase to the Third St. Parking project*

* These funds were approved in 2016 but unencumbered at year end. Approval adds them back into the budget.

6. Property Repair & Replacement

- \$100,000 increase for Mayor's 2017 Contingency

ORDINANCE NO. 6047

**AN ORDINANCE AMENDING THE 2017 OPERATING BUDGET
TO FUND THE FAIRBANKS FIREFIGHTERS UNION
ARBITRATION AWARD**

WHEREAS, the City and the Fairbanks Firefighters Union, IAFF Local 1324, were unable to reach an agreement on a replacement collective bargaining agreement (CBA) through negotiations and mediation; and

WHEREAS, the dispute over a replacement CBA was submitted to arbitration as required by the Public Employment Relations Act; and

WHEREAS, an arbitration hearing was conducted by Arbitrator Sharon K. Imes on December 14, 15, and 16, 2016, and a decision was issued on March 30, 2017; and

WHEREAS, the arbitrator awarded the employees covered by this CBA an increase to the amount the City pays toward the employees' healthcare premium, an increase to wages, and increases to certain propays; and

WHEREAS, the monetary terms of the arbitrator's award are not effective until funds are appropriated by the Council; and

WHEREAS, this ordinance amends the 2017 operating budget to fund the monetary terms of the arbitrator's decision.

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

SECTION 1. The 2017 operating budget is hereby amended to provide funding for the monetary terms of the Arbitrator Imes' March 30, 2017, arbitration decision as set out in the attached fiscal note.

SECTION 2. All appropriations made by this ordinance lapse at the end of the fiscal year to the extent they have not been expended or contractually committed to the departments named for the purpose of conducting the business of said departments of the City of Fairbanks, Alaska, for the fiscal year commencing on January 1, 2017 and ending December 31, 2017.

SECTION 3. The effective date of this ordinance shall be the _____ day of May 2017.

Jim Matherly, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, CMC, City Clerk

Paul J. Ewers, City Attorney

FISCAL NOTE

ORDINANCE NO. 6047 AN ORDINANCE AMENDING THE 2017 OPERATING BUDGET TO FUND THE FAIRBANKS FIREFIGHTERS UNION ARBITRATION AWARD

FIREFIGHTERS ARBITRATION AWARD ESTIMATED COST APRIL 18, 2017

	2017	2018	2019	TOTAL
CITY PAY 80% HEALTH (BASED ON CNEW PREMIUM)	\$ 97,655.04	\$ 146,482.56	\$ 146,482.56	\$ 390,620.16
FFA HEALTH PREMIUM ESTIMATED 5% INCREASE		33,532.13	33,532.13	67,064.26
FFA HEALTH PREMIUM ESTIMATED 5% INCREASE			35,208.83	35,208.83
INCREASE 2017 WAGES & PROPAYS 2.6%	111,426.35	111,426.35	111,426.35	334,279.05
INCREASE 2018 WAGES & PROPAYS 1%		45,570.35	45,570.35	91,140.70
INCREASE 2019 WAGES & PROPAYS 1%			39,801.00	39,801.00
M-1 PROPAY	15,199.02	15,350.96	15,504.36	46,054.34
INCREMENTAL COST INCREASE	<u>\$ 224,280.41</u>	<u>\$ 352,362.35</u>	<u>\$ 427,525.58</u>	<u>\$ 1,004,168.34</u>

GENERAL FUND

	ORDINANCE 6046 PROPOSED COUNCIL APPROPRIATION	REVIEW PERIOD INCREASE (DECREASE)	ORDINANCE 6047 PROPOSED COUNCIL APPROPRIATION
REVENUE			
Taxes, (all sources)	\$ 20,166,237	\$ -	\$ 20,166,237
Charges for Services	5,017,284	-	5,017,284
Intergovernmental Revenues	3,407,349	-	3,407,349
Licenses & Permits	1,609,092	-	1,609,092
Fines, Forfeitures & Penalties	595,515	-	595,515
Interest & Penalties	98,600	-	98,600
Rental & Lease Income	126,234	-	126,234
Other Revenues	221,000	-	221,000
Other Financing Sources	2,190,979	-	2,190,979
	<u>\$ 33,432,290</u>	<u>\$ -</u>	<u>\$ 33,432,290</u>
Total revenue appropriation			
EXPENDITURES			
Mayor and Council	\$ 600,093	\$ -	\$ 600,093
Office of the City Attorney	212,777	-	212,777
Office of the City Clerk	353,135	-	353,135
Finance Department	997,087	-	997,087
Information Technology	1,823,033	-	1,823,033
General Account	6,565,608	-	6,565,608
Police Department	7,268,983	-	7,268,983
Dispatch Center	2,289,966	-	2,289,966
Fire Department	6,300,322	224,280	6,524,602
Public Works Department	8,185,952	-	8,185,952
Engineering Department	734,095	-	734,095
Building Department	684,743	-	684,743
	<u>\$ 36,015,794</u>	<u>\$ 224,280</u>	<u>\$ 36,240,074</u>
Total expenditure appropriation			
12/31/16 estimated general fund balance	\$ 12,045,605	\$ -	\$ 12,045,605
Increase (Decrease) to fund balance	4,527	(224,280)	(219,753)
Nonspendable	(488,807)	-	(488,807)
Committed for snow removal	(250,000)	-	(250,000)
Prior year encumbrances	(588,031)	-	(588,031)
Transfer to other funds	(2,000,000)	-	(2,000,000)
12/31/17 Unassigned balance	<u>\$ 8,723,294</u>	<u>\$ (224,280)</u>	<u>\$ 8,499,014</u>

Minimum unassigned fund balance requirement is 20% of budgeted annual expenditures but not less than \$4,000,000.

\$ 7,248,015

ORDINANCE NO. 6048

**AN ORDINANCE AUTHORIZING AND DIRECTING RETENTION OF
THE PROPERTY KNOWN AS THE POLARIS BUILDING FOR PUBLIC
PURPOSE UPON TAX FORECLOSURE**

WHEREAS, the Polaris Building, located at 123 Lacey Street, has become a blight on the downtown Fairbanks area, being uninhabitable for over fifteen years; and

WHEREAS, in August of 2012, the City Building Official issued a Notice and Order to repair or demolish the Polaris Building, to which the owner has not responded; and

WHEREAS, the City has the legal right to demolish the Polaris Building and intends to do so when funds are available; and

WHEREAS, City ownership of the property is a requirement for obtaining grant funds for demolition of the building; and

WHEREAS, property taxes for the years 2014, 2015 and 2016 have not been paid; and

WHEREAS, if the 2014 taxes remain unpaid by May 27 2017, the Fairbanks North Star Borough will receive title to the property by tax foreclosure; and

WHEREAS, Alaska Statutes Title 29 provides that a tax-foreclosed property may be retained by a municipality for public purpose by adoption of a retention ordinance; and

WHEREAS, the demolition of the Polaris Building is key to future plans for urban renewal of this area of downtown Fairbanks; and

WHEREAS, The Fairbanks North Star Borough has agreed to waive landfill tipping fees at time of demolition, contributing significantly to the project cost; and

WHEREAS, the Polaris Building is identified for these purposes as Parcel Account Number 0418111, located within Block 12, Fairbanks Townsite.

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

SECTION 1. That the City hereby exercises its right to retain the Polaris Building property for public purpose, as provided under Alaska Statutes Title 29.

SECTION 2. That funds shall be appropriated to pay the Borough its portion of property taxes due and owing, together with applicable fees, estimated at \$46,031.20 by amending the 2017 operating budget.

SECTION 3. That the City Administration shall request written confirmation of waiver of tipping fees from the Borough.

SECTION 4. That a signed copy of this ordinance shall be furnished to the Borough Clerk.

SECTION 5. That the effective date of this Ordinance shall be the ___ day of May 2017.

Jim Matherly, Mayor

AYES:

NAYS:

ABSENT:

ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, CMC, City Clerk

Paul J. Ewers, City Attorney

FISCAL NOTE

GENERAL FUND

	ORDINANCE 6046 PROPOSED COUNCIL APPROPRIATION	REVIEW PERIOD INCREASE (DECREASE)	ORDINANCE 6048 PROPOSED COUNCIL APPROPRIATION
REVENUE			
Taxes, (all sources)	\$ 20,166,237	\$ -	\$ 20,166,237
Charges for Services	5,017,284	-	5,017,284
Intergovernmental Revenues	3,407,349	-	3,407,349
Licenses & Permits	1,609,092	-	1,609,092
Fines, Forfeitures & Penalties	595,515	-	595,515
Interest & Penalties	98,600	-	98,600
Rental & Lease Income	126,234	-	126,234
Other Revenues	221,000	-	221,000
Other Financing Sources	2,190,979	-	2,190,979
Total revenue appropriation	<u>\$ 33,432,290</u>	<u>\$ -</u>	<u>\$ 33,432,290</u>
EXPENDITURES			
Mayor and Council	\$ 600,093	\$ -	\$ 600,093
Office of the City Attorney	212,777	-	212,777
Office of the City Clerk	353,135	-	353,135
Finance Department	997,087	-	997,087
Information Technology	1,823,033	-	1,823,033
General Account	6,565,608	46,031	6,611,639
Police Department	7,268,983	-	7,268,983
Dispatch Center	2,289,966	-	2,289,966
Fire Department	6,300,322	-	6,300,322
Public Works Department	8,185,952	-	8,185,952
Engineering Department	734,095	-	734,095
Building Department	684,743	-	684,743
Total expenditure appropriation	<u>\$ 36,015,794</u>	<u>\$ 46,031</u>	<u>\$ 36,061,825</u>
12/31/16 estimated general fund balance	\$ 12,045,605	\$ -	\$ 12,045,605
Increase (Decrease) to fund balance	4,527	(46,031)	(41,504)
Nonspendable	(488,807)	-	(488,807)
Committed for snow removal	(250,000)	-	(250,000)
Prior year encumbrances	(588,031)	-	(588,031)
Transfer to other funds	(2,000,000)	-	(2,000,000)
12/31/17 Unassigned balance	<u>\$ 8,723,294</u>	<u>\$ (46,031)</u>	<u>\$ 8,677,263</u>

Minimum unassigned fund balance requirement is 20% of budgeted annual expenditures but not less than \$4,000,000.

\$ 7,212,365



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES, MARCH 1, 2017
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, with Vice Chair Michael Gibson (Seat B) presiding and with the following members in attendance:

Members Present: Julie Jones, Seat E
George Dalton, Seat A
Frank Turney, Seat D
David Erickson, Seat G

Absent: Karen Erickson, Seat F
Aldean Kilbourn, Seat C

Also Present: Emily Braniff, Deputy City Clerk

APPROVAL OF PREVIOUS MINUTES

a) Regular Meeting Minutes of January 4, 2017.

Mr. Turney, seconded by **Mr. Dalton**, moved to APPROVE the Regular Meeting Minutes of January 4, 2017.

Vice Chair Gibson called for objection and, hearing none, so ORDERED.

Mr. Turney, seconded by **Mr. Erickson**, moved to APPROVE the Regular Meeting Minutes of February 1, 2017.

Vice Chair Gibson called for objection and, hearing none, so ORDERED.

APPROVAL OF AGENDA

Mr. Erickson, seconded by **Mr. Dalton**, moved to APPROVE the Agenda as presented.

Vice Chair Gibson called for objection and, hearing none, so ORDERED.

UNFINISHED BUSINESS

a) Update on Private John White's Gravestone

Mr. Turney provided the Commission with an update on Private John White's gravestone. He stated that the Army will not pay for the replacement stone. He stated that they said the family will have to take care of it.

OPEN AGENDA

Ms. Jones gave the Commission a status update on the grave pillows that were ordered in 2016.

Mr. Turney stated he has been speaking with the people that own the Blanchard Family Funeral Home and that he is going to invite them to the next Commission meeting.

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for April 5, 2017.

ADJOURNMENT

Ms. Jones, seconded by **Mr. Turney**, moved to ADJOURN the meeting.

Vice Chair Gibson called for objection and, hearing none, so ORDERED.

Vice Chair Gibson declared the meeting adjourned at 5:27 p.m.



Aldean Kilbourn, Chair
Chair



Emily Braniff, Deputy City Clerk

Transcribed by: EB



**FAIRBANKS DIVERSITY COUNCIL
REGULAR MEETING MINUTES
MARCH 14, 2017 – 5:30 PM
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA**



The **Fairbanks Diversity Council (FDC)** convened at 5:30 p.m. on the above date to conduct a Regular Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Mayor Jim Matherly presiding and with the following members in attendance:

Members Present:

Ana Maria Richards, Seat A	Rita Davis, Seat L
Montean Jackson, Seat C	Jeff Walters, Seat M
Travis Cole, Seat E (arrived at 5:51)	Amber Taylor, Seat N
Rosalind Kan, Seat H (arrived at 5:39)	Kelvin Lee, Seat O (telephonic)
Marna Sanford, Seat I	Angela Foster-Snow, HR Director
Douglas Toelle, Seat J	June Rogers, City Council Member
Jo Ann Borges, Seat K	

Members Absent:

Shirley Lee, Seat B (unexcused)	Trina Bailey, Seat F (unexcused)
Vacant, Seat D	Vacant, Seat G

Also Present:

D. Danyielle Snider, City Clerk	Eric Jewkes, Police Chief
Mike Meeks, Chief of Staff	Christina Rowlett, HR Admin

CALL TO ORDER & READING OF THE FDC MISSION STATEMENT

Chair Matherly welcomed everyone and read aloud the FDC mission statement.

APPROVAL OF AGENDA

Mr. Toelle, seconded by **Ms. Davis**, moved to APPROVE the Agenda.

Chair Matherly called for objection to APPROVING the Agenda and, hearing none, so ORDERED.

CITIZEN'S COMMENTS (Limited to 3 Minutes)

Herbert Butler, 4487 Stanford Drive, Fairbanks – Mr. Butler stated that he has applied to serve on the FDC. He stated that he is from Alaska and was born in Fairbanks 73 years ago. He provided information about his background working in the oil industry. He stated that he served on the Diversity Council for the Williams oil refinery. He stated that he is finishing his third year as a member of the Shareholder Participation Committee, Cook Inlet Region and that he served on their Board of Directors Nominating Committee. Mr. Butler stated that he is also a road Commissioner with the Fairbanks North Star Borough (FNSB) for the College Service Area.

Juanita Webb, 1580 Pennyweight Drive, Fairbanks – Ms. Webb expressed her interest in serving on the FDC and stated that she applied some time ago. She provided information about her professional background, and she stated that she helped create the first Diversity Committee for Safeway. She stated that she has worked closely with disability issues and that she is involved

with Wallbusters, a local advocacy group. Ms. Webb shared that she has been trying to get on the FDC since its inception, and she stressed importance of diversity.

Marilyn Russell, 221 Well Street, Fairbanks – Ms. Russell stated that she has been considering applying to serve on the FDC. She provided some background information about herself, including that she served in the Peace Corps for two years. She stated that she cares a lot about diversity. She read aloud an article from Anchorage Mayor Ethan Berkowitz relating to student diversity and safe schools, and she requested that the article be distributed to FDC members. Ms. Russell spoke to immigrant and refugee populations and stated that schools will not track residency/citizenship status.

Mr. Walters asked whether the article had been shared with the FNSB School District. **Ms. Richards** replied that she had shared with the school district and the UAF Chancellor.

Ron Arnold, Mile 8 Chena Hot Springs Road, Fairbanks – Mr. Arnold stated that he knows and has worked with many of the FDC members. He stated that he did not want to be a part of the original FDC because he wanted to let others have the opportunity to serve first. He stated that he is a former educator and that he still works in the local schools. Mr. Arnold stated that folks are bumping heads and are not creating solutions; he stated that he backs up the words he speaks. He stated that he has lived in Alaska since 1978 and in Fairbanks since 2011.

Police Chief Eric Jewkes – Chief Jewkes stated that Mr. Walters sat on last hiring panel, and he invited other FDC members to participate in FPD's hiring process. He provided an update on hiring and training; he stated that hiring has been put on hold (with the exception of lateral hires) because new recruits cannot attend the academy until August. Chief Jewkes and FDC members discussed gender and ethnicity of those in training. The group also discussed immigration and sanctuary city issues.

Ms. Jackson brought up House Bill (HB) 16 relating to police officer training specific to individuals with disabilities. **Mr. Toelle** spoke to the details of HB 16. Chief Jewkes stated that if the training becomes a part of police standards, it will be added to FPD's training. Members discussed how an individual's disability may not always be obvious. Chief Jewkes stated that FPD's goal is to treat individuals with unconditional respect.

Mr. Cole thanked Chief Jewkes for releasing video of the shooting of James Richards, and he encouraged that type of transparency by FPD in the future stating that it helps the public better understand situations.

Ms. Borges stated that she has noticed an increase in murder/suicides in the community, and she asked Chief Jewkes what can be done to help. Chief Jewkes encouraged citizens to promote and get involved in the Green Dot Program.

Wendy Tisland, 5145 Klondike Drive, Fairbanks – Ms. Tisland stated that she is the Executive Director of Human Resources at the FNSB School District. She stated that the Board of Education adopts a series of resolutions throughout the year pertaining to diversity in schools. She stated that the adopted resolutions are sent to the schools where teachers are expected to integrate the diversity topics into the curriculum. She stated that she recently presented hiring statistics to the Board of Education relating to gender, age, and ethnicity; she stated that this year they compared the District's statistics to population census data for reference. Ms. Tisland

announced that the District will sponsor a job readiness workshop with mock interviews and resume help on March 30.

Ms. Richards added that the District will be recognizing America's Cultures Week in April.

Chair Matherly excused himself from the meeting at 7:00 p.m. due to a prior commitment.

Hearing no more requests for testimony, **Vice Chair Richards** declared Citizen's Comments closed.

APPROVAL OF PREVIOUS MINUTES

a) Regular Meeting Minutes of January 10, 2017

Mr. Toelle, seconded by **Ms. Sanford**, moved to APPROVE the Regular Meeting Minutes of January 10, 2017.

Hearing no objection, **Vice Chair Richards** declared the minutes APPROVED.

UNFINISHED BUSINESS

a) Diversity Action Plan (DAP) Proposed Amendments

Mr. Toelle, seconded by **Ms. Jackson**, moved to APPROVE the proposed, amended version of the DAP.

Vice Chair Richards called for objection to APPROVING the DAP and, hearing none, so ORDERED.

Ms. Davis and **Ms. Richards** stated they could attend the next City Council meeting to support the approval of the Plan by the City Council.

NEW BUSINESS

a) Reaffirmation of Committee Assignments

Members discussed the fact that Committees were not meeting regularly. **Ms. Jackson** stated that she would like to have a calendar available to FDC members containing the date, time and location of Committee meetings.

Ms. Sanford, seconded by **Ms. Davis**, moved to POSTPONE the item to New Business of the April 11, 2017 meeting agenda and to REQUEST that Committee Chairs bring a proposed meeting schedule to that meeting.

Vice Chair Richards called for objection and, hearing none, so ORDERED.

Ms. Rogers emphasized that Committee meetings are subject to the Open Meetings Act (OMA) and should be held at City Hall.

Ms. Rogers excused herself from the meeting at 7:22 p.m. due to a prior commitment.

b) FDC Rules of Procedure

Members briefly discussed member absences.

Ms. Sanford, seconded by **Mr. Walters**, moved to SET the effective date for the rules regarding absences to follow the meeting of January 10, 2017.

Vice Chair Richards called for objection, and one member OBJECTED.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO SET THE EFFECTIVE DATE FOR THE RULES REGARDING ABSENCES TO FOLLOW THE MEETING OF JANUARY 10, 2017, AS FOLLOWS:

YEAS: Cole, Davis, Jackson, Kan, Sanford, Toelle, Walters
NAYS: Borges, K. Lee, Richards, Taylor
ABSENT: Bailey, S. Lee
Vice Chair Richards declared the MOTION CARRIED.

FDC COMMITTEE REPORTS

a) HR Vacancy and Hiring Status Report

Ms. Foster-Snow provided members with a brief vacancy and hiring status report for the City.

FDC MEMBERS COMMENTS

Ms. Borges reminded everyone to enjoy the sunshine and to always be respectful to others.

Mr. Walters thanked Mayor Matherly for inviting FDC applicants to the meeting, and he thanked everyone for coming. He thanked the Clerk for putting together the Rules of Procedure. He spoke in support of inviting representatives of the Green Dot program to speak at a future FDC meeting; he also suggested that the FDC invite someone from Catholic Charities of Alaska to speak to the FDC about immigration and refugee issues in Fairbanks.

Ms. Taylor requested to be moved to the Education/Outreach Committee; she stated that she feels it would be a more fitting focus for her. She spoke to how caring and positive the Fairbanks community is.

Ms. Foster-Snow stated that it may be a good idea to hold FDC Committee meetings right before regular FDC meetings. She stated that it would be easier for people to remember, and it would provide consistency.

Ms. Jackson stated that she had no comments.

Mr. Cole apologized for missing a meeting and for arriving late; he stated that he works for TCC and is an FNA Board member. He stated that the victim of a recent murder/suicide was his friend and coworker and that there will be a potlatch for her on Sunday, March 19 at the Tribal Hall. **Mr. Cole** stated that the Native community always comes together when these types of things happen. He added that Tina touched a lot of lives.

Mr. Toelle, in response to Mr. Walters' earlier inquiry about refugees and the Catholic Charities of Alaska, stated that the refugees are political refugees and that they only go to Anchorage. He commented that there are thousands of tourists in Fairbanks right now. He shared that he will be in Washington D. C. for two weeks, and that it always makes him appreciate Fairbanks more.

Ms. Davis stated that she enjoys the Diversity Council, but commented that members were rude to one another during the meeting. She stated that the group should only ask questions and should not hold discussions during Citizen's Comments.

Ms. Sanford expressed her opinion that it is important for the FDC to endorse/oppose legislation; she suggested that the FDC have a time for a regular legislative update on bills that could affect a diverse community. She stated that she would be happy to draft a resolution template for the body. **Ms. Sanford** shared that TCC will hold their annual convention this week; she stated that the fundraiser for the Elder's group will be held on March 15 at 6:00 p.m. She stated that the annual Potlatch will take place on Thursday at 5:30 p.m. **Ms. Sanford** stated that it is critical that parliamentary procedure be followed during meetings; she stated that she serves as the Parliamentarian at TCC and would be happy to give a brief training session.

Ms. Kan stated that it seems that there is always a lot to discuss with FPD. She suggested that an FPD report be put on the agenda following Citizen's Comments.

Mr. Lee apologized for not being physically present at the meeting. He spoke in support of having more organization at FDC meetings.

Ms. Richards stated that she did not expect to have to run the meeting, and she stated that she did her best. She commented that parliamentary rules are not always very welcoming, and she asked that some members to be more flexible. She stated that she has been a part of the FDC since its inception and that she would like the FDC to consider term limits for the Vice Chair position. She stated that others should have opportunity to serve in that capacity. **Ms. Richards** announced that she is stepping down as Vice Chair. She nominated Mr. Walters as the new Vice Chair.

Mr. Walters stated that he would be willing to serve as the Vice Chair, but he asked if anyone wanted to nominate other members. There were no other nominations. For the sake of information, **Mr. Walters** shared that his term on the FDC would expire in June of 2017.

Clerk Snider stated that the Vice Chair is appointed by the Mayor with the approval of the FDC. She stated that she would add the item to the next agenda.

MEETING DATES

The next Regular Meeting of the FDC is scheduled for April 11, 2017.

ADJOURNMENT

Mr. Walters, seconded by **Ms. Sanford**, moved to ADJOURN the meeting.

Hearing no objection, **Vice Chair Richards** declared the meeting
ADJOURNED at 7:45 p.m.



Mayor Jim Matherly, Chair


D. Danyielle Snider, CMC, City Clerk

Transcribed by: DS

City of Fairbanks



MEMORANDUM

To: City Council Members
From: Jim Matherly, City Mayor 
Subject: Request for Concurrence - Public Safety Commission
Date: April 17, 2017

In order to fill the vacancy of Seat F on the Public Safety Commission, I request your concurrence to the appointment of the following new member:

Seat F Mr. Jason Doxey Term to Expire: December 31, 2019

Mr. Doxey's application is attached.


Thank you.

dds/




PUBLIC SAFETY COMMISSION


BOARD DETAILS




OVERVIEW



SIZE 8 Seats



TERM LENGTH 3 Years



TERM LIMIT N/A

The purpose of the Public Safety Commission is:

- 1) To research issues that are delegated by the Mayor and/or City Council and provide advice to the Mayor or City Council on referred issues,
- 2) To advise the Mayor and City Council regarding police, fire suppression and prevention, emergency medical services and operation of emergency dispatch services, and
- 3) To receive and analyze public comments and complaints and make recommendations to the Mayor and City Council.



DETAILS

BOARD/COMMISSION CHARACTERISTICS

There shall be seven voting members of the Public Safety Commission, appointed by the City Mayor and confirmed by the City Council. A chairperson shall be selected from among the voting members and all voting members shall serve three-year terms. One City Council Member shall be a non-voting member of the Commission, nominated by the Mayor and confirmed by the City Council. The City shall ensure the following staff are available to attend meetings: Chief of Police or his/her designee; one current police department employee; Fire Chief or his/her designee; one current fire department employee; Emergency Services Dispatch Director or his/her designee; one current dispatch employee.

MEETINGS

The Public Safety Commission is a Committee operating under the authority as described in Fairbanks General Code 2-471 through 2-474. Meetings of the Commission are held quarterly or on an "as needed" basis and all meetings are open to the public. The Commission does not have the power to meet privately in executive session. Please contact the Office of the City Clerk for meeting locations and time.

[Meeting Minutes](#)

ENACTING LEGISLATION

FGC 2-471 through 2-474

ENACTING LEGISLATION WEBSITE

<http://bit.ly/1sG9Rfd>

Profile

Jason

First Name

Doxey

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

[Redacted]

Suite or Apt

Fairbanks

City

AK

State

[Redacted]

Postal Code

Mailing Address

[Redacted]

City Resident

What district do you live in?

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Burglin & Doxey, PC

Employer

Attorney

Job Title

Which Boards would you like to apply for?

Public Safety Commission

Interests & Experiences

Why are you interested in serving on a board or commission? What life experience can you contribute to the benefit of the board or commission?

I live on Fourth Avenue near downtown Fairbanks and also have a business downtown. As a lifelong resident of Fairbanks, I have always been concerned with matters regarding public safety and the agencies charged with performing functions related to public safety. I have had many interactions with law enforcement agencies and personnel during my life in several contexts, including my seasonal employment many years ago with the Alaska Department of Public Safety, my occupation as an attorney practicing in the area of criminal law, and my contacts with law enforcement for the purposes of reporting crimes.

Brief Personal Biography (or attach resume):

I was born and raised in Fairbanks where I attended local schools, graduating from Lathrop High School. I hold a Bachelor of Science degree in Anthropology from the University of Alaska Fairbanks as well as a law degree from the University of Maine School of Law. I have been an attorney in private practice in Fairbanks since 2009. I live near downtown Fairbanks with my wife of six years. I am 40 years old.

[Upload a Resume](#)


Professional Licenses/Training:

Licensed attorney admitted to practice in Alaska in the state and federal courts.

City of Fairbanks



MEMORANDUM

To: City Council Members
From: Jim Matherly, City Mayor 
Subject: Request for Concurrence - Public Safety Commission
Date: April 18, 2017

In order to fill the vacancy of Seat C on the Public Safety Commission, I request your concurrence to the appointment of the following new member:

Seat C Mr. Rich Meyer Term to Expire: December 31, 2019

Mr. Meyer's application and resume are attached.

Thank you.

dds/

Profile

Rich
First Name

Meyer
Last Name

[Redacted]
Email Address

[Redacted]
Street Address

Suite or Apt

Fairbanks
City

AK
State

99701
Postal Code

Mailing Address

City Resident

What district do you live in?

Home: [Redacted]
Primary Phone

Mobile: [Redacted]
Alternate Phone

retired
Employer

Job Title

Which Boards would you like to apply for?

Public Safety Commission

Interests & Experiences

Why are you interested in serving on a board or commission? What life experience can you contribute to the benefit of the board or commission?

I am interested in sharing my ideas and experience as well as to work with others to benefit our community in the area of public safety.

Brief Personal Biography (or attach resume):

I will submit my resume.

Upload a Resume

Professional Licenses/Training:

Richard J. Meyer

- [REDACTED]
 - Tel: [REDACTED]
 - Email: [REDACTED]
-

Skills

- Supervision of multiple personnel
- Scheduling work and shift assignments
- Administrative duties including documentation and record keeping
- Independent worker

Employment History

City of Fairbanks Fire Department 1981 – 2012

- Battalion Chief 2000 – 2012 (see attached job description)
- Captain 1996 – 2000 (see attached job description)
- Driver/Engineer 1995 – 1996 (see attached job description)
- Firefighter 1981 – 1995 (see attached job description)
- State of Alaska Licensed Paramedic 1985 – 1999

Community Involvement

- Volunteer with Catholic Schools of Fairbanks
- Soccer Coach


References

- Scott Raygor - City of Fairbanks Battalion Chief
1101 Cushman St, Fairbanks, AK 99701
[REDACTED]
- Beverly J Weis, CPA
[REDACTED]
[REDACTED]
- Daniel Hoffman
[REDACTED]
[REDACTED]

City of Fairbanks



MEMORANDUM

To: City Council Members
From: Jim Matherly, City Mayor 
Subject: Request for Concurrence – Fact Finding Commission
Date: April 17, 2017

In order to fill the vacancy of Seat B on the Fact Finding Commission, I request your concurrence to the appointment of the following new member:

Seat B Ms. Traci Gatewood Term to Expire: December 31, 2021

Ms. Gatewood's application and resume are attached.


Thank you.


dds/





FACT FINDING COMMISSION

BOARD DETAILS

 **OVERVIEW**

 **SIZE** 5 Seats

 **TERM LENGTH** 5 Years

 **TERM LIMIT** N/A

The Fact Finding Commission shall assist the City Council in the investigation, collection, assessment, and analysis of any issue referred to the Commission where facts are in dispute or are unknown. It shall establish facts and issue findings to the City Council. Matters shall be referred to the Commission as the City Council and Mayor deem appropriate; and when so referred, shall be referred by motion with a description of the scope and issues requiring factual determination. The Fact Finding Commission shall have the power to administer oaths, subpoena witnesses and compel the production of books, papers, and other relevant evidence. The Commission shall request the Mayor to issue subpoenas as required.



DETAILS

BOARD/COMMISSION CHARACTERISTICS

The Fact Finding Commission shall consist of five members appointed by the mayor, subject to confirmation by the City Council; each member shall serve a five-year term. At least three members of the Commission shall be residents of the City. The Commission shall consist of two members who are experienced in the fields of law or judicial enforcement and three members from the public at large. Meetings are called when the subject matter warrants. The chairman is authorized to call meetings, or a majority of the members may require that a meeting be called.

MEETINGS

All meetings shall be open to the public, except that closed meetings may be held as provided by law. A majority of the Commission shall constitute a quorum; three affirmative votes shall be necessary to carry any question. Minutes shall be kept as a permanent record of all meetings and shall be filed in the Office of the City Clerk.

[Meeting Minutes](#)

ENACTING LEGISLATION

FGC 2-396 through 2-400; Ordinance No. 5963

ENACTING LEGISLATION WEBSITE

<http://bit.ly/1sG9Rfd>

JOINT COMMISSION DETAILS

N/A

**EMAIL THE COMMISSION
MEMBERS**

factfindingcommission@fairbanks.us

Profile

Traci

First Name

Gatewood

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

[Redacted]

Suite or Apt

Fairbanks

City

AK

State

[Redacted]

Postal Code

Mailing Address

[Redacted]

City Resident

What district do you live in?

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

G2 Diversified Services

Employer

Owner

Job Title

Which Boards would you like to apply for?

Fact Finding Commission

Interests & Experiences

Why are you interested in serving on a board or commission? What life experience can you contribute to the benefit of the board or commission?

Since my arrival in January 1993, I have been very active in the community, both as an employee and volunteer. I was employed at the Fairbanks North Star Borough School District (FNSBSD) for 13 years. I also worked for two non-profit agencies, Fairbanks Crisis Clinic Foundation and Adult Learning Programs of Alaska. I served as the President of the Tanana Middle School PTA; on the Board of Directors of Adult Learning Programs of Alaska; Big Brothers, Big Sisters; and the United Way of the Tanana Valley. I was also an Advisory Board Member for the UAF Community and Technical College, as well as a Commissioner for the Health and Social Services Commission. Due to the demands of my employment as the executive director of human resources for the FNSBSD, I had to cut back on my community volunteer duties. I now own and operate my own business and have the time and the desire to resume volunteering in the community. The Fact Finding Commission is a natural fit for me because I have extensive experience not only conducting investigations, but also developing procedures and providing training related to fact finding in a manner that is objective and appropriate. I understand the importance of using fact finding as a tool to learn about, respond to, and gain clarity surrounding concerns or complaints. When done correctly, fact finding allows the City to learn and understand the facts surrounding an allegation and/or complaint and to take appropriate actions to resolve the complaint/allegation.

Brief Personal Biography (or attach resume):

See attached resume.



Upload a Resume

Professional Licenses/Training:

PROFESSIONAL SUMMARY

- ◆ *MS, Business Organizational Management Concentration: Human Resource Management*
- ◆ *BS, Psychology*
- ◆ *Twenty (20) years of experience in personnel, budget, project, and grants management*
- ◆ *Proactive-anticipate problems and initiate corrective actions*
- ◆ *Demonstrated organizational leadership-people, data, and tasks*
- ◆ *Ability to quickly assimilate information and utilize it to develop/improve programs or processes*
- ◆ *Demonstrated ability to work effectively and respectfully with diverse teams*
- ◆ *Demonstrated ability to articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts*
- ◆ *Advanced proficient in use of Microsoft Word, Excel, Power Point, and Publisher*

RELEVANT PROFESSIONAL EXPERIENCE

Small Business Owner/Consultant

G2 Diversified Services

06/16 to present

- ◆ Conduct organizational assessments and develop comprehensive reports, including prioritized recommendations and timelines, that identify areas where action is needed to improve organizational functioning or address compliance issues/areas of risk.
- ◆ Lead strategic planning sessions that result in concrete goals, objectives, and action plans that guide organizational direction.
- ◆ Provide professional guidance, mentoring and support to management level staff.
- ◆ Provide customized training to address organizational needs.
- ◆ Assist organizations to develop projects and to prepare proposals for local, state, federal and private funding sources.

Executive Director of Human Resources

Fairbanks North Star Borough School District

05/13 to 07/16

- ◆ Participated on the Superintendent’s Executive Team that sets strategic and operational direction for the school district.
- ◆ Developed and recommended policies and actions pertaining to personnel management, including the functions of recruitment, selection, placement, orientation, evaluation, employee benefits, salary placement, termination, and leadership development.
- ◆ Assisted with the direction of the leadership and management development program for administrators throughout the district; assisted administrators with personnel matters in areas such as performance management.
- ◆ Directed the recruitment program of the district, including the advertising and processing of all applications for employment. Established proper screening procedures and recommended applicants for employment. Oversaw the development and maintenance of job descriptions for positions in the district.
- ◆ Directed and administered programs of permanent records for all personnel. Oversaw the collection of all permanent records; personnel files for all district employees; staff listings and all confidential district employee information.
- ◆ Provided guidance and support on matters pertaining to retirements, leaves of absence, assignments, transfers, salary administration, employee benefits, and reductions in force.
- ◆ Oversaw and participated in the development of strategies for negotiating new labor contracts, preparation of collective bargaining proposals, contract maintenance, and grievance resolution, including arbitration.
- ◆ Maintained knowledge of industry trends and employment legislation and ensured district’s compliance.

- ◆ Maintained responsibility for compliance with federal and state legislation pertaining to all personnel matters, including seeking legal guidance when appropriate.
- ◆ Oversaw labor and employee relations and EEO functions, including personnel investigations.
- ◆ Oversaw and managed Americans with Disabilities Act compliance; through interactive dialogue, worked with supervisors and employees to determine if reasonable accommodations were warranted.

Grants and Special Projects Director

Fairbanks North Star Borough School District

09/05 to 04/13

- ◆ Successfully restructured the Grants Department that was frequently out of compliance and underperforming with a team of 2.5 FTE staff to improve operations, to align with district policies and to comply with state and federal regulations.
- ◆ Developed and implemented a formal process for addressing grant review within the district.
- ◆ Led a team of staff from 16 different departments to facilitate the development of the Educational Technology Plan; authored the plan.
- ◆ Led the development of the district's plan to effectively utilize ARRA Stabilization funding; managed the expenditures for the \$8.9 million budget; received extremely positive feedback from auditor tasked with monitoring compliance.
- ◆ Led strategic planning sessions of the CTE leadership team and the CTE advisory council to help revitalize the district's Career Technical Education Program.
- ◆ Completed requirements to become the only Certified Grants Management Specialist in the State of AK.
- ◆ Co-wrote the school district's Guide to Grants Management.
- ◆ Directly managed the Department of Defense Education Activity, Smaller Learning Communities, Carl Perkins, Youth First, AK Construction Academy, and CTE Implementation grants.
- ◆ Selected to participate on two FEA bargaining teams: traditional and Interest-Based Bargaining (IBB); used strong organizational skills to organize the efforts of the IBB team.
- ◆ Oversaw all aspects of staff performance, including hiring, performance evaluation, staff development, progressive discipline, and mediation of staff disputes for Grants Department staff.
- ◆ Researched educational programs, opportunities, statistics and best practices for use in grant proposals and special projects.
- ◆ Prepared grant applications for local, state, federal and private funding sources.
- ◆ Evaluated project designs, management plans, and budgets for federal Department of Education and Fairbanks North Star Borough grant proposals to determine if they will be recommended for grant funding.
- ◆ Worked collaboratively with district departments and community agencies to meet project/program goals, objectives, and deliverables.
- ◆ Negotiated contract and grant amendments with government agencies, while ensuring compliance with district, state and federal regulations.
- ◆ Provided oversight, training, and support to grant managers to ensure that the administration of district grants adhere to district, state and federal policies and regulations.
- ◆ Conducted mock site visits to prepare schools, departments and staff for compliance monitoring visits from state and federal agencies.
- ◆ Prepared and presented grant management training on topics such as Compliance: Governing Grant Documentation and Regulations, Filing and Record Keeping, and Budget Development and Revisions.
- ◆ Active participant on district's management team.

Safe Schools/Healthy Students (SS/HS) Grant Director

Fairbanks North Star Borough School District

11/03 to 08/05

- ◆ Renegotiated with the federal government components of the grant to align to district needs.
- ◆ Managed the day-to-day operations of the SS/HS program, including managing the \$1M per year budget.
- ◆ Lead strategic planning sessions to formulate the direction of the Safe Schools Healthy Students project and to prepare long and short range goals in collaboration with grantors, community agencies, and program staff.

- ◆ Collaborated with multiple community agencies, including the Division of Juvenile Justice, Division of Behavioral Health, Fairbanks Community Behavior Health, Fairbanks Native Association, Fairbanks Police Department, and Resource Center for Parents and Children, to implement the project.
- ◆ Recruited and hired four staff to assist with refinement and implementation project activities.
- ◆ Oversaw all aspects of staff performance for the Safe Schools/Healthy Students and Safe and Drug Free Schools Programs, including hiring, performance evaluation, staff development, progressive discipline, and mediation of staff disputes.
- ◆ Worked with principals at 32 schools to identify and address their school's needs in relation to the SS/HS project.
- ◆ Implemented within schools model prevention programs, including *Olweus Bullying Prevention Program*, *Second Step* violence prevention curriculum, and *Parenting Wisely*.
- ◆ Oversaw the development and implementation of the a district-and-community-wide *15+ Make Time to Listen, Take Time to Talk...about Bullying* media campaign.
- ◆ Led the development of the framework for the PASS (Positive Alternative to School Suspension), GIS+ (Guided Independent Study Plus), and LIFT (Learners in Full Transition) Programs.
- ◆ Collaborated with community providers and district staff to develop the framework and procedures for conducting threat assessments.
- ◆ Planned and oversaw the training of elementary behavior-aides.
- ◆ Developed, hosted, and provided training for the Family Toolbox Parenting Education workshops.
- ◆ Chaired the SS/HS Advisory Committee that included Fairbanks Community Behavioral Health Center, the Fairbanks Police Department, Fairbanks Native Association, Fairbanks Youth Facility, Alaska State Department of Health and Social Services, Resource Center for Parents and Children, and Fairbanks Public Health Center.
- ◆ Developed and distributed within schools and the community a comprehensive Community Resource Guide.

Education & Training Program Manager

Adult Learning Programs of AK

07/01 to 11/03

- ◆ Concurrently completed a Master's degree in Business Organizational Management Concentration: Human Resource Management; used knowledge gained to assist with agency restructuring.
- ◆ Conducted job analyses and developed new job descriptions as part of the agency's restructuring process.
- ◆ Analyzed compensation structure and revised to ensure fairness and improve employee retention.
- ◆ Revised performance appraisal tool to align with agency goals.
- ◆ Recruited and advertised for open positions and processed applications.
- ◆ Developed a system for and maintained personnel files for all employees.
- ◆ Performed background checks on new hires.
- ◆ Managed employee benefits, including COBRA, medical, dental, vision, long term disability, and retirement.
- ◆ Provided employee orientation to new hires.
- ◆ Wrote HR procedure manual.
- ◆ Input data into HRIS.
- ◆ Provided training, mentoring and guidance to employees to improve employee satisfaction and retention.
- ◆ Addressed discipline issues through a combination of verbal and written feedback, performance improvement plans, and termination, if warranted.
- ◆ Facilitated Myers Briggs Type Inventory training as well as Communication Skills, Conflict Management and Suicide Awareness workshops.
- ◆ Responsible for the recruitment, supervision, and performance evaluation of a department of 40+ employees
- ◆ Managed, monitored outcomes, and submitted required reports for six federally and state funded programs.
- ◆ Developed and managed expenditures for \$850,000 budget.
- ◆ Liaised with state, educational, and other private and public agencies in planning, collaboration, promotion, and executive of organizational activities
- ◆ Active member of agency's management team; facilitated meetings.
- ◆ Prepared and submitted verbal and written reports to Board of Directors, state and federal funding agencies, and community agencies.
- ◆ Received the administrator of the year award from the Alaska Adult Basic Education Association.

Work First! Grant Program Manager
Peer Helper Grant Project Manager
Senior Community Employment Program Manager

Adult Learning Programs of AK

11/98 to 07/01

- ◆ Developed and implemented Work First! Program in collaboration with coalition members.
- ◆ Managed day-to-day operations, including budget management, of Work First! Program, Peer Helper Project, and the Senior Community Employment Program.
- ◆ Recognized for exceptional management of the WF! Program; grantor chose to continue for another contract period without a competitive bidding process.
- ◆ Responsible for the recruitment, supervision, and performance evaluation of a department of five full-time employees and 15+ part-time senior employees.
- ◆ Assessed clients' ability to succeed in the workforce and jointly developed individual career plans using information obtain from administering and interpreting assessments designed to indicate skill level, employment interests, and barriers.
- ◆ Coordinated with state and community agencies to direct and refer clients to appropriate resources.
- ◆ Provided to over 400 welfare-to-work clients services and supports to include guidance, mentoring, and training in order to prepare them to obtain and sustain employment.
- ◆ Worked with community agencies to assess their personnel needs and to place senior employees within their organizations for training; provided staff development and support to senior employees; conducted performance appraisals and provided employee counseling as needed.
- ◆ Developed and maintained tracking system for clients from multiple programs from referral to program completion.
- ◆ Facilitated job readiness workshops to include résumé writing, application preparation, and effective interviewing techniques.
- ◆ Completed requirements to become Myers Briggs trainer; facilitated training for the agency and the community.
- ◆ Actively participated on agency's management team
- ◆ Prepared and submitted verbal and written reports to Board of Directors, state and federal funding agencies, and community agencies
- ◆ Helped to craft the vision for restructuring the agency; authored several papers on change management and its impact on employee development and retention.

Natural Helpers Grant Coordinator

Fairbanks Crisis Clinic Foundation

06/98 to 12/98

02/96 to 06/97

- ◆ Managed day-to-day operations of Natural Helpers Program.
- ◆ Developed curricula and provided training to students and school district staff; supervised 11 advisors and two assistants.
- ◆ Facilitated communication skills, conflict management, suicide awareness, and other workshops related to healthy adolescent behavior.
- ◆ Prepared quarterly financial reports.
- ◆ Developed and maintained evaluation tool to monitor effectiveness of the Natural Helpers Program.

EDUCATION

Master of Science, Business Organizational Management, Concentration: Human Resource Management

University of La Verne, November 2001, GPA 4.0

Bachelor of Science, Psychology (Cum Laude)

University of Alaska Fairbanks, May 1995

MEMBERSHIPS: PROFESSIONAL AND ACADEMIC

- ◆ Society for Human Resource Management
- ◆ American Association of School Personnel Administrators
- ◆ Psi Chi Honor Society
- ◆ Phi Kappa Phi Honor Society
- ◆ Golden Key National Honor Society

MEMBERSHIPS: PERSONAL

- ◆ Alpha Kappa Alpha Sorority, Inc.