



FAIRBANKS CITY COUNCIL  
AGENDA NO. 2017-06  
**REGULAR MEETING MARCH 20, 2017**  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA

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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 January 23, 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	Premises Address
3050	Gambardella's Pasta Bella	Restaurant/ Eating Place	Gambardella's II, Inc.	No Premises
3965	K & L Beverage Company	Wholesale – General	K & L Beverage Company, LLC	945 Elizabeth Street
1966	Loyal Order of Moose #1392	Club	Fairbanks Lodge #1392	98 10th Avenue

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

Type: Marijuana Cultivation Facility, License #11051  
 DBA: Northlink, LLC  
 Licensee/Applicant: Northlink, LLC  
 Physical Location: 1550 Cushman Street, Fairbanks, Alaska

8. MAYOR'S COMMENTS AND REPORT

9. UNFINISHED BUSINESS

- a) Resolution No. 4768 – A Resolution Adopting a City of Fairbanks Diversity Action Plan. Introduced by Mayor Matherly. POSTPONED from the Regular Meeting of February 27, 2017.

10. NEW BUSINESS

- \*a) Resolution No. 4782 – A Resolution Authorizing the City of Fairbanks to Accept Funds from the AMLJIA Ballistic Vest Reimbursement Program. Introduced by Mayor Matherly.
- b) Resolution No. 4783 – A Resolution Authorizing Execution of a Maintenance Agreement for 3rd Street in Exchange for Local Matching Funds for the Minnie Street Upgrade Project. Introduced by Mayor Matherly.
- c) Resolution No. 4784 – A Resolution Authorizing Matching Funds and Execution of a Maintenance Agreement for the Minnie Street Upgrade Project. Introduced by Mayor Matherly.
- \*d) Resolution No. 4785 – A Resolution in Support of HB 127, an Act Relating to Permanent Fund Dividends for an Individual Whose Conviction Has Been Vacated, Reversed, or Dismissed. Introduced by Council Member Therrien.

- \*e) Ordinance No. 6043 – An Ordinance to Amend Fairbanks General Code Chapter 2, Article VIII, Financial Disclosure. Introduced by Mayor Matherly.

11. DISCUSSION ITEMS (INFORMATION AND REPORT)

- a) Committee Reports

12. COMMUNICATIONS TO COUNCIL

- a) Memo Approving Workers' Compensation Settlement (W. Cummings)
- \*b) Memo Regarding Lead Spokesperson for Labor Negotiations
- \*c) Fairbanks Diversity Council Meeting Minutes of January 10, 2017

13. COUNCIL MEMBERS' COMMENTS

14. CITY CLERK'S REPORT

15. CITY ATTORNEY'S REPORT

16. ADJOURNMENT



FAIRBANKS CITY COUNCIL  
REGULAR MEETING MINUTES, JANUARY 23, 2017  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA

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The City Council convened at 7:00 p.m. on the above date, following a 6:00 p.m. Work Session for the Permanent Fund Annual Report, 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: Clem Clooten, Building Official  
Paul Ewers, City Attorney  
D. Danyielle Snider, City Clerk  
Mike Meeks, Chief of Staff  
Stephanie Johnson, Dispatch Center Manager  
Carmen Randle, Chief Financial Officer  
Angela Foster-Snow, HR Director  
Jim Styers, Fire Chief  
Kyle Green, Deputy Fire Marshal  
Andrew Ackerman, Environmental Manager  
JB Brainerd, Deputy City Attorney

**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 stated that the Environmental Protection Agency (EPA) has moved forward with the air quality re-designation from moderate to serious. She stated that Mayor Karl Kassel met with the EPA to discuss the requirements because some of the regulations have nothing to do with Fairbanks.

Frank Turney, 329 6th Avenue, Fairbanks – Mr. Turney stated he attended Fire Chief Warren Cummings' building dedication. He spoke to the need for the City to maintain fire hydrants

throughout the community for safety reasons. Mr. Turney stated he was concerned about the health, welfare and safety of one of the Council Members.

**Mr. Norum** asked Mr. Turney which Council Member he was concerns about. Mr. Turney stated he is concerned about Mr. Norum; he stated he rode in a car with him and that his driving is a danger to the community.

Victor Buberger, P.O. Box 58192, Fairbanks – Mr. Buberger spoke to the importance of fire hydrant maintenance around the City. He spoke to visibility issues at intersections throughout the City. He asked why there were red and green circles sprayed on the roads and wondered whether it was for marking potholes. He spoke to the need for public restrooms in the City.

**Mr. Norum** thanked Mr. Turney and Mr. Buberger for their testimony because they offer solutions to issues; he gave Mr. Buberger the hotline for pothole reporting. Mr. Buberger replied that he has tried calling the hotline, and it did no good.

Kelvin Lee, 253 Romans Way, Fairbanks – Mr. Lee asked for volunteers to help with the Point in Time survey event that would take place on January 25, 2017 at the JP Jones Community Center from 10:00 a.m. to 3:00 p.m.

**Ms. Rogers** asked Mr. Lee to speak to the fees charged at the homeless housing complex. Mr. Lee stated the Homeless Coalition created a permanent supportive housing project. He stated the old Ranch Motel is now a hospitality house where low-income and homeless individuals can rent rooms. Mr. Lee stated that a regular room is \$650.00 a month and an efficiency is \$750.00. He stated that people could use their vouchers to pay the rent.

**Ms. Huntington** asked whether residents could cook a meal on-site at the hotel. Mr. Lee explained that there is a community kitchen for residents to use.

Kara Carlson, 782 7th Avenue, Fairbanks – Ms. Carlson stated that there is a Point in Time survey event happening at the Stone Soup Café on January 25, 2017 from 7:00 a.m. until 10:00 a.m. She stated she is looking for volunteers.

Darlene Herbert, 906 Woodlawn Road, Fairbanks – Ms. Herbert stated she did not think that the rooms at the old Ranch Motel could be made into an efficiency. She stated she is happy that Mr. Lee is trying to help out poor people but what she hears on the streets is that it is not a nice place. Ms. Herbert stated that after Public Works removed the snow on Lathrop Street she cracked the plastic on the bottom of her car when pulling out of her driveway. She spoke against the State giving the wives of fallen officers money because the State is broke.

**Mayor Matherly** asked Ms. Herbert if she contacted Public Works about shaving down the bump in her driveway. Ms. Herbert replied that she did not report it because she did not think they would come and fix it. **Mayor Matherly** stated he would ask Public Works to shave down her driveway.

**Mr. Norum** commended Public Works for working around the clock in cold weather in an effort to remove snow. He asked Ms. Herbert who owns the snow, and Ms. Herbert replied that the law says it is her snow if it is in her driveway.

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

**APPROVAL OF AGENDA AND CONSENT AGENDA**

**Mr. Norum**, seconded by **Ms. Huntington**, moved to APPROVE the Agenda and Consent Agenda.

**Mr. Cleworth** pulled Resolution No. 4779 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 November 7, 2016.

APPROVED on the CONSENT AGENDA.

b) Regular Meeting Minutes of November 21, 2016.

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 Liquor License Applications for Renewal:

Lic. #	DBA	License Type	Licensee	Premises Address
328	Drop In Lounge	Beverage Dispensary	N & P Enterprises, LLC	1420 S. Cushman St.
4880	Friar Tuck's Hoagie House	Restaurant/Eating Place	Joshua & Stafford Roach	427 Merhar Ave., #2
2982	Carlson Community Center	Recreational Site	SMG of Alaska, Inc.	2010 Second Ave.
556	International Hotel & Bar	Beverage Dispensary	Dakota Ventures, Inc.	122 N. Turner St.
725	Midnite Mine	Beverage Dispensary	Borealis Investments, Inc.	308 Wendell Ave.
2124	McCoy's on 28th	Beverage Dispensary	636, LLC	636 28th Ave. (upstairs)

**Mr. Cleworth**, seconded by **Mr. Pruhs**, moved to WAIVE PROTEST on the first five liquor licenses listed.

Darlene Herbert, 906 Woodlawn Road, Fairbanks – Ms. Herbert spoke to the question she asked at the last Council Meeting relating to a bar owner having a high number of police calls to their business location. She stated that needs to be considered prior to approval.

**Ms. Therrien** asked Ms. Herbert if she was aware that the application for Hi-Jinx had been rescinded. Ms. Herbert stated she did not know that.

**Ms. Huntington** stated that due to Ms. Herbert's concerns, the Council will now take a much closer look at liquor license transfers.

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

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO WAIVE PROTEST ON THE FIRST FIVE LIQUOR LICENSES LISTED AS FOLLOWS:

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

NAYS: None

**Mayor Matherly** declared the MOTION CARRIED.

**Mr. Cleworth**, seconded by **Ms. Huntington**, moved to PROTEST the renewal of the McCoy's liquor license until it is in compliance with the Fire Department.

Randall Kelsch, 3254 Riverview Drive, Fairbanks – Mr. Kelsch stated he has been the owner of the McCoy's property for 17 years. He spoke to the conflict he has had with the Fire Marshal relating to a sprinkler requirement inside a walk-in cooler. He stated it is very unlikely that a fire would start inside the cooler, and that a sprinkler system would be expensive to install. Mr. Kelsch stated that the Fire Department signed off on building inspections at the location in the early 1980's. He stated that a waiver should be granted because it is not a hazardous property and that if there was anything dangerous on the property, he would address it. He stated that he is more worried about being robbed than his cooler catching on fire.

**Ms. Rogers** asked Mr. Kelsch what percentage of his building is sprinklered and how big his walk in cooler is. Mr. Kelsch replied that 90% of his building is sprinklered and that the cooler is 10' x 10'.

**Ms. Therrien** stated that the Fire Department reported the building had not been signed off on in 1977, and she asked Mr. Kelsch if he had information to prove otherwise. Mr. Kelsch read aloud historic records regarding an old fire inspection that was done on the property and stated that there is some speculation that the inspector at the time made an incorrect determination. He stated, however, that the inspections were passed. **Ms. Therrien** asked how much it would cost to put sprinklers inside the cooler, and Mr. Kelsch replied that he would guess that it would cost about \$10,000. He spoke against the City protesting his liquor license because he has not violated Title 4, which governs liquor licenses. He stated that the issue is a building code issue.

**Mr. Cleworth** stated that there are three violations reported by the Fire Department, the first being deficient components of the sprinkler system that require repair and reporting to an approved monitoring agency. Mr. Kelsch stated he would address the issue if it has not been addressed already. **Mr. Cleworth** stated the second issue cited by the Fire Department is that the sprinkler system needs to be extended to the new additions, the coolers and awnings. Mr. Kelsch stated that he built the awning over the outside stairwell to prevent ice from forming on the stairs after an employee fell down the stairs. He stated that he solved the sprinkler compliance issue

for the awning by removing it. **Mr. Cleworth** stated the third violation is deficient components in the sprinkler system. He asked Mr. Kelsch to clarify whether his problem with the Fire Department's report was in regard to installing a sprinkler system in the freezer, cooler and awning. Mr. Kelsch replied that he would not have a problem addressing the other issues presented by the Fire Department, but that he felt adding a sprinkler system to the areas Mr. Cleworth referenced was over the top. Mr. Kelsch stated he does not mind doing what is reasonable and right but he does not want to be burdened with things that are unreasonable and of no value.

**Mr. Pruhs** asked if Mr. McCoy was his business partner; Mr. Kelsch replied affirmatively. **Mr. Pruhs** asked Mr. McCoy if he would be willing to answer some questions; he also inquired about Mr. McCoy's profession.

John McCoy, 666 11th Avenue, Fairbanks – Mr. McCoy stated that he is the Mechanical Inspector for the State of Alaska. **Mr. Pruhs** asked Mr. McCoy if he thought there was a safety risk if the freezer and cooler were sprinklered. Mr. McCoy stated that he does not believe it poses a problem given the nature of the business. He stated that he has done research to try to find instances of coolers catching fire, and he was unable to find any.

**Ms. Therrien** asked Mr. McCoy whether the fire alarm system reports to an approved monitoring agency. Mr. McCoy replied that King Fire Protection was working on the issue and that he would verify that it was done.

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

**Mr. Cleworth** requested a Staff Report from Deputy Fire Marshal Kyle Green; he asked him to address the need for a sprinkler system in the coolers. Mr. Green stated the issue has been ongoing since 2000 when an addition was built onto the building. He stated that former Fire Marshal Ernie Misewicz originally documented that the addition did not meet codes and standards. Mr. Green spoke to the history of the building file and to the many notes that are documented there. He stated that the building was supposed to be built according to fire resistant construction standards or have a sprinkler system throughout; he stated that neither is the case.

**Mr. Cleworth** asked whether there is an issue with the boiler room. Mr. Green stated that there are not sprinklers in the boiler room and that the alternate system of fire suppressant in the boiler room is not acceptable by fire safety standards.

**Ms. Therrien** asked Mr. Green to address what part of the sprinkler system has deficient components that need to be replaced. Mr. Green spoke to the issues that must be addressed in order for the Fire Department to lift their protest.

**Ms. Huntington** stated the memo did not address the lack of sprinklers in the boiler room and asked Mr. Green why. Mr. Green stated he did not get too detailed in the memo, but that it was just a general overview. He stated that the full report is nine pages long and gets into technical aspects of the code.



**Ms. Therrien** asked Mr. Green if the owner had addressed the issues as of their last meeting; Mr. Green responded by saying they had not addressed all items.

**Mr. Cleworth**, seconded by **Ms. Therrien**, moved to AMEND the motion to protest until items (a) and (c) referenced in the Fire Department memo have been taken care of [item (a) reads, “Fire alarm system has deficient components that require repair or replacement, does not monitor the status of the sprinkler system, and is required to report to an approved monitoring agency”; item (c) reads, “Sprinkler system has deficient components, other than previously mentioned, that require repair or replacement”]:

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AMEND THE MOTION TO PROTEST UNTIL ITEMS (a) AND (c) REFERENCED IN THE FIRE DEPARTMENT MEMO HAVE BEEN TAKEN CARE OF AS FOLLOWS:

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

NAYS: None

**Mayor Matherly** declared the MOTION CARRIED.

**Ms. Therrien** stated she is not comfortable with allowing the boiler room to remain without a sprinkler system but that she does not see a need for it in the coolers.

**Mr. Norum** asked if the current fire suppression system could be raised higher to make it more like a sprinkler system. Mr. Green replied that the current fire suppression system does not have the same effect as a sprinkler system.

**Mr. Cleworth** stated he agrees that the boiler room needs to have a sprinkler system.

**Ms. Rogers** stated she is concerned with the boiler room not being connected to the sprinkler system but that she is not concerned with the coolers. She stated she has concerns about the awning being removed because it puts the employees in a dangerous situation. She stated that there is no need for a sprinkler system to be connected to the awning.

**Ms. Therrien**, seconded by **Mr. Norum**, moved to AMEND the motion to protest by specifying that the boiler room must be sprinklered within one year.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AMEND THE MOTION TO PROTEST BY SPECIFYING THAT THE BOILER ROOM MUST BE SPRINKLERED WITHIN ONE YEAR AS FOLLOWS:

YEAS: Norum, Cleworth, Rogers, Huntington, Therrien

NAYS: Pruhs

**Mayor Matherly** declared the MOTION CARRIED.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO PROTEST THE LIQUOR LICENSE RENEWAL UNTIL ITEMS (a) AND (c) REFERENCED IN THE FIRE DEPARTMENT MEMO HAVE BEEN TAKEN CARE OF AND SPECIFYING THAT THE BOILER ROOM MUST BE SPRINKLERED WITHIN ONE YEAR AS FOLLOWS:

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

NAYS: None

**Mayor Matherly** declared the MOTION CARRIED.

- b) The Fairbanks City Council, Sitting as a Committee of the Whole, heard interested citizens concerned with the following Liquor License Application for Transfer of Ownership:

Type: Beverage Dispensary, License #270  
To: Lavelle's Taphouse / Lavelle's Taphouse, LLC  
414 2nd Avenue, Fairbanks, Alaska  
From: Lavelle's Taphouse / Arlette Eagle-Lavelle  
414 2nd Avenue, Fairbanks, Alaska

**Ms. Therrien**, seconded by **Mr. Pruhs**, moved to WAIVE PROTEST on the Liquor License Application for Transfer of Ownership.

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

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO WAIVE PROTEST ON THE LIQUOR LICENSE APPLICATION FOR TRANSFER OF OWNERSHIP AS FOLLOWS:

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

NAYS: None

**Mayor Matherly** declared the MOTION CARRIED.

- c) The Fairbanks City Council, Sitting as a Committee of the Whole, heard interested citizens concerned with the following application for a new Marijuana Cultivation Facility License:

Type: Marijuana Cultivation Facility, License #10958  
DBA: Green Life Supply, LLC  
Licensee/Applicant: Green Life Supply, LLC  
Physical Location: 511 30th Avenue, Fairbanks, Alaska

**Mr. Pruhs**, seconded by **Ms. Huntington**, moved to WAIVE PROTEST on the Marijuana Cultivation Facility License.

Frank Turney, 6th Avenue, Fairbanks – Mr. Turney spoke in favor of the cultivation license for Green Life Supply. He spoke to how racist the word “marijuana” is and stated that people should call it cannabis.

Christine Nelson, 1526 Farmers Loop Road, Fairbanks – Ms. Nelson stated she is the Community Planning Director for the Fairbanks North Star Borough (FNSB) and that she is in attendance to answer any questions Council Members may have. She stated the applicant has met all the Borough zoning regulations for conditional use of the facility.

**Ms. Huntington** asked Ms. Nelson to recap the public process for conditional use of the facility. Ms. Nelson stated the buffer zone for sensitive use is 100 feet and that there are two sensitive uses to the south of the facility, but they are 400 feet away.

**Mr. Cleworth** asked Ms. Nelson if the Borough sent out letters to property owners in the area. Ms. Nelson stated that everyone within 1000 feet of the facility received a letter and that she did not hear any concerns.

**Mr. Pruhs** asked Ms. Nelson if she received a report from the Building Department on the facility. Ms. Nelson stated that the Borough does not require a report unless they know that there are problems with the facility.

Charles Lincoln, 612 30th Avenue, Fairbanks – Mr. Lincoln stated that he is the owner of Advance Printing which is two doors down from the cultivation facility. He shared his concern about the odor that might emanate from the facility.

**Ms. Huntington** asked Mr. Lincoln if he had spoken to his soon-to-be neighbor; Mr. Lincoln stated he met him at a planning and zoning meeting.

**Ms. Rogers** asked how far away the facility is from his office, and Mr. Lincoln stated it is about 500 feet away.

**Ms. Therrien** stated that according to the conditional use agreement, the owner will have to regulate the air with fans. Mr. Lincoln stated he is not protesting the license, but is only sharing his concern for the record.

Nathan Davis, 231 Slater Drive, Fairbanks – Mr. Davis stated he is the owner of Green Life Supply and that can answer questions from Council Members.

**Mr. Cleworth** asked Mr. Davis if the location has been issued a Certificate of Occupancy. Mr. Davis replied that the Building Department has approved all his plans but that he has not yet received the Certificate of Occupancy.

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

**Mayor Matherly** asked Building Official Clem Clooten to come forward for a Staff Report. Mr. Clooten stated the Building Department has not issued a Certificate of Occupancy yet because the project is still under construction.

**Mr. Pruhs** asked Mr. Clooten what will be used to regulate the odor coming from the facility; Mr. Clooten stated he did not know as the issue is uncharted territory.

Ms. Nelson stated that if neighbors complain about the odor, the Borough would ask the owner to change their air filter.

**Mr. Norum** asked if high efficiency particulate air (HEPA) filters had been considered; Ms. Nelson replied that the Borough is not regulating the types of filters used.

**Mr. Pruhs**, with the concurrence of the Second, WITHDREW the motion to WAIVE PROTEST on the Marijuana Cultivation Facility License.

**Mr. Pruhs**, seconded by **Ms. Huntington**, moved to PROTEST the Marijuana Cultivation Facility License until a Certificate of Occupancy is issued by the Building Department.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO PROTEST THE MARIJUANA CULTIVATION FACILITY LICENSE UNTIL A CERTIFICATE OF OCCUPANCY IS ISSUED BY THE BUILDING DEPARTMENT AS FOLLOWS:

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

NAYS: None

**Mayor Matherly** declared the MOTION CARRIED.

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

**Mayor Matherly** shared the City and State's pothole hotlines, and he commended Public Works for their work on snow removal. He thanked Public Works Director Jeff Jacobson for his efforts in keeping the City streets clear of snow. He stated the Police Department has hired more officers, including one lateral hire.

**Ms. Therrien** asked Mayor Matherly when the Council would receive the full report of the investigation into former Police Chief Randall Aragon. **Mayor Matherly** stated he would work with the City Attorney and have it released soon; he stated he had not yet read the full report. **Ms. Therrien** stated she should not have to wait for the Mayor to review it before she sees it.

**Mr. Norum** stated the City is at risk financially because of the Aragon scandal.

**Mayor Matherly** stated he is reviewing the report with the Attorney and it will be released soon.

**Mr. Cleworth** asked City Attorney Paul Ewers if he thought Aragon's attorney would ask that the full report not be released to the public. Mr. Ewers stated there are two public records requests for the full report, but it needs to be reviewed and possibly redacted before it is released.

**Ms. Therrien** requested an Executive Session on the Randall Aragon report.

**Mr. Cleworth** requested a five minute recess before moving on. No members objected, and **Mayor Matherly** called for a brief recess.

### **UNFINISHED BUSINESS**

- a) Liquor License Application for Transfer of Ownership and Name Change. POSTPONED from the Regular Meeting of January 9, 2017. Public Hearing was held on January 9, 2017.

Type: Beverage Dispensary, License #2847  
To: Hi-Jinx / ENLAK, LLC

From: 1351 Cushman Street, Fairbanks, Alaska  
Bojangles / Scruff-N-Pork's, Inc.  
1351 Cushman Street, Fairbanks, Alaska

NOTE: This application was rescinded per the Alcohol & Marijuana Control Office. No action by the City Council was necessary.

- b) Resolution No. 4768 – A Resolution Adopting a City of Fairbanks Diversity Action Plan. Introduced by Mayor Matherly. POSTPONED from the Regular Meeting of November 7, 2016.

NOTE: The motion to APPROVE was made by **Mr. Norum** and seconded by **Ms. Rogers** at the Regular Meeting of November 7, 2016.

**Mr. Cleworth** asked Fairbanks Diversity Council (FDC) members to come forward; he asked what the definition of diversity means to the FDC.

Jo Ann Borges, 1130 Vicki Lane, North Pole – Ms. Borges stated that diversity means the community as a whole, regardless of sexual orientation, color, religion, age, or social status.

**Mr. Cleworth** suggested changes to the Diversity Action Plan (DAP). He stated that FDC members should not be a part of the hiring process for the Chief of Staff and the Mayor's Communications Director because those positions are appointed by the Mayor.

Kelvin Lee, 253 Romans Way, Fairbanks – Mr. Lee stated the FDC had already addressed that issue, and they only wish to be involved with the hiring of key public safety positions.

**Mr. Cleworth** asked HR Director Angela Foster-Snow to come forward.

**Mayor Matherly** read aloud the Mission Statement of the Diversity Council.

**Mr. Cleworth** asked Ms. Foster-Snow what kind of diversity training the City would be providing according to the DAP. Ms. Foster-Snow stated the City is taking suggestions from the Diversity Council to come up with diversity awareness training that would be respectful to all employees. Ms. Foster-Snow stated the training would be given to all City employees, but that they have not decided on a specific training yet. **Mr. Cleworth** stated that temporary hires should not have to participate in the training and that the training should not take away from important job duties. Ms. Foster-Snow stated that all full-time employees should take the training. She added that the training would be part of an employee's orientation, and it would not take hours and hours to complete.

**Ms. Rogers** spoke to Mr. Cleworth's comment regarding training for temporary hires. She stated that if people hear that they will be working with an agency that respects its employees and promotes diversity, they may find the job more attractive.

**Mr. Norum** stated the community can be improved by increasing and embracing diversity.

**Mr. Pruhs** thanked the FDC members for attending the Council meeting and for all of their hard work on the DAP.

**Ms. Huntington** asked if Department Heads had the opportunity to weigh in on the Plan. **Mayor Matherly** confirmed that they did. **Ms. Huntington** stated that it may be helpful to include members of the FDC in the hiring of the Chief of Staff and Communications Director. She stated that if they had been involved with a recent hiring process, it might have saved a lot of public controversy over a selection made for the Communications Director.

**Mr. Cleworth** spoke against any City Commission or Council having designated funds in the City budget.

**Mayor Matherly** spoke to the history of FDC funding per former Mayor John Eberhart. He stated that when he came into office, the account which held FDC funds at a zero balance. He stated there was nothing in writing to show how much the FDC was allocated in 2017. He stated there is much less money in that account for 2017, and he has not allocated a certain dollar amount to the FDC.

**Ms. Rogers** stated that Mayor Eberhart told the members that if they needed a banner, flyers or some materials, they would discuss it at a meeting then request the funds from the Mayor.

**Mr. Norum** stated the FDC was given a budget of \$2,000 but that they only spent \$500.

**Mr. Cleworth** stated that the current language in the DAP indicates a budgetary expectation, and he spoke against the statement.

**Ms. Rogers**, seconded by **Ms. Therrien**, moved to POSTPONE Resolution No. 4768 to the Regular Meeting of February 27, 2017.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO POSTPONE RESOLUTION NO. 4768 TO THE REGULAR MEETING OF FEBRUARY 27, 2017, AS FOLLOWS:

YEAS: Therrien, Rogers, Pruhs, Norum, Huntington, Cleworth  
NAYS: None

**Mayor Matherly** declared the MOTION CARRIED.

- c) Ordinance No. 6038 – An Ordinance Amending Fairbanks General Code Chapter 82 and Adopting Revised Wastewater Treatment Regulations. Introduced by Mayor Matherly.  
SECOND READING AND PUBLIC HEARING.

**Ms. Therrien**, seconded by **Mr. Norum**, moved to ADOPT Ordinance No. 6038.

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

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADOPT ORDINANCE NO. 6038 AS FOLLOWS:

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

NAYS: None

**Mayor Matherly** declared the MOTION CARRIED and Ordinance No. 6038 ADOPTED.

- d) Ordinance No. 6039 – An Ordinance Amending Fairbanks General Code Chapter 70-623 to Remove Right-of-Way Permit Fee Amounts and Reference the City Fee Schedule. Introduced by Mayor Matherly. SECOND READING AND PUBLIC HEARING.

**Mr. Pruhs**, seconded by **Mr. Norum**, moved to ADOPT Ordinance No. 6039.

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

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADOPT ORDINANCE NO. 6039 AS FOLLOWS:

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

NAYS: None

**Mayor Matherly** declared the MOTION CARRIED and Ordinance No. 6039 ADOPTED.

- e) Ordinance No. 6040, as Amended – An Ordinance to Amend Fairbanks General Code Section 2-120, Rules of Procedure. Introduced by Mayor Matherly. SECOND READING AND PUBLIC HEARING.

**Ms. Therrien**, seconded by **Mr. Pruhs**, moved to ADOPT Ordinance No. 6040, as Amended.

Frank Turney, 6th Avenue, Fairbanks – Mr. Turney asked for clarification as to what Rules of Procedure were being addressed in the ordinance.

City Attorney Paul Ewers explained that the ordinance would add language to allow the Council to postpone an item to a date other than the next regular meeting.

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

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADOPT ORDINANCE NO. 6040, AS AMENDED, AS FOLLOWS:

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

NAYS: None

**Mayor Matherly** declared the MOTION CARRIED and Ordinance No. 6040, as Amended, ADOPTED.

## **NEW BUSINESS**

- a) Resolution No. 4778 – A Resolution Authorizing Matching Funds and Execution of the Maintenance Agreement for the FMATS Sign Replacement Stage III Project. Introduced by Mayor Matherly.

PASSED and APPROVED on the CONSENT AGENDA.

- b) Resolution No. 4779 – A Resolution Authorizing the City of Fairbanks to Apply for Funds from the US Department of Homeland Security for the FFY2016 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program. Introduced by Mayor Matherly.

**Ms. Therrien**, seconded by **Mr. Norum**, moved to APPROVE Resolution No. 4779.

**Mr. Cleworth** spoke against the SAFER grant because it ties the City's hands. He stated the last time the City took the grant they were faced with laying employees off at the end of the program. **Mr. Cleworth** stated there are items that may cost the City a lot of money in 2017, including labor unions and the contamination issue. He asked Chief Financial Officer Carmen Randle to speak to State revenue sharing.

Ms. Randle stated she received the revenue sharing numbers earlier in the day and it is going to be a tough budget year. She stated that the City's portion for 2017 will be \$515,405, which is over \$200,000 less than what was expected.

**Mr. Cleworth** asked Ms. Randle about snow removal and whether the 2017 budget has been exceeded. Ms. Randle stated in the first pay period of 2017, Public Works spent over \$180,000 on regular, full-time employees and \$250,000 for temporary hires. She stated that Public Works has spent 37% of its 2017 temporary labor budget. **Mr. Cleworth** stated the City does not have the luxury to hire new people when it cannot take care of existing employees. He stated he could not support Resolution No. 4779.

**Mr. Pruhs** commended Mr. Cleworth for his well-thought out fiscal presentation and expressed agreement with Mr. Cleworth.

**Mr. Norum** spoke against Mr. Cleworth's assessment and stated that the City could not afford to not apply for the SAFER grant. He spoke of a time when fifty percent of City staff had to be laid off. He stated that to not accept money given to the community is derelict.

**Ms. Therrien** asked why the numbers presented in the agenda packet were so different from the numbers provided at the Finance Committee meeting.

Fire Chief Jim Styers stated he made an error on the previous fiscal note and that he caught the mistake and corrected it prior to the Council meeting. He explained the previous number was based on a 40-hour work week and it should have been based on a 56-hour work week.



**Ms. Huntington** stated there was a good discussion at the Finance Committee meeting and expressed agreement with Mr. Cleworth. She stated the Fire Department is in good standing and that the Council does not need to fix something that is not broken.

**Ms. Rogers** stated she would not support the resolution.

**Ms. Therrien** stated that given the updated numbers, she would not support the resolution.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE RESOLUTION NO. 4779 AS FOLLOWS:

YEAS: Norum

NAYS: Therrien, Rogers, Pruhs, Huntington, Cleworth

**Mayor Matherly** declared the MOTION FAILED.

### **DISCUSSION ITEMS**

a) Committee Reports

Public Safety Commission – **Ms. Huntington** stated the Commission met and discussed efforts to recruit new officers; she shared that the department is nearly maxed out on how many new officers they can train at one time. She commended the Fairbanks Police Department (FPD) for the services they provide to the community. She spoke to Striker, FPD’s soon-to-be-retired K-9 officer and discussed what the City will do to replace him.

Polaris Group – **Mr. Pruhs** reported that the Polaris Group met earlier in the day and that Ms. Rogers and Mr. Meeks were in attendance. He stated the group has received a notice of award of funding letter from the Environmental Protection Agency (EPA) to do the Brownsfield Assessment for up to \$200,000. **Mr. Pruhs** stated that the EPA reported that the Polaris Building would be the largest building they have ever done. He stated the group is working with a firm in Anchorage that will hopefully draw up the contract. He stated that Marc Marlow has not paid taxes on the building and is set for tax foreclosure on May 28, 2017. He stated that Mr. Marlow owes roughly \$30,000 in back taxes on the property.

Explore Fairbanks Board of Directors – **Mr. Norum** stated he attended his first Explore Fairbanks meeting and that it was an energy-filled group. He stated the group had a change of officers at the meeting and that they intend to come to a Council meeting with an update soon. **Mr. Norum** spoke to the booming tourist industry in the winter because of all the people traveling to see the northern lights.

Permanent Fund Review Board (PFRB) – **Ms. Therrien** stated she attended her first PFRB meeting and shared her amazement at all the institutional knowledge of board members.

### **COMMUNICATIONS TO COUNCIL**

a) Memorandum of Agreement for Housing/Homeless Coordinator Position

APPROVED on the CONSENT AGENDA.

- b) Clay Street Cemetery Commission Meeting Minutes of December 7, 2016

ACCEPTED on the CONSENT AGENDA.

- c) Fairbanks Diversity Council Meeting Minutes of December 13, 2016

ACCEPTED on the CONSENT AGENDA.

### **COUNCIL MEMBERS' COMMENTS**

**Mr. Norum** stated the Council has work to do to help keep City taxpayers from paying bills that they should not have to pay. He expressed his aversion to executive sessions but stated that he understands that they are sometimes necessary. He stated there should be fewer executive sessions because they are not open to the public. He stated the City should put out more statements in the media relating to improper labor negotiations.

**Mr. Cleworth** asked Chief Styers to pass along to Ernie Misewicz how much the Council appreciates him and all the years of service he has dedicated to the City of Fairbanks. He asked who is responsible for maintaining the areas around fire hydrants inside City limits, and he asked the Mayor to look into it. He spoke to the Fairbanks Fire Department's (FFD) 2017 budget and to the possibility of the Building Department taking over some of the duties of the Assistant Fire Chief. He stated that he would like to explore the idea, although the City may run into union issues if the Building Department took over the duties.

**Mr. Pruhs** spoke highly of Ms. Aldean Kilbourn and congratulated her on becoming the Chair of the Clay Street Cemetery Commission. He stated he would rather hold Work Sessions with the FDC on an annual basis instead of biannually. He stated he was in Ms. Foster-Snow's office when she was processing the hiring paperwork for 20 temporary Public Works employees. He spoke to what a wonderful, hardworking and professional employee Ms. Foster-Snow is.

**Ms. Therrien** requested that the Mayor schedule an Executive Session on the Aragon report.

**Ms. Rogers** reported that she and Mr. Pruhs attended the FNSB Assembly meeting to speak against the ordinance proposing extended hours for the sale of alcohol. She stated that Ms. Foster-Snow is a gem and shared that her work is top-notch and always professional. **Ms. Rogers** stated it is wonderful to have such a fine-caliber person to work with leadership at the City. She shared the same sentiment of City Clerk Danyielle Snider. She asked that the pictures hanging in the hallway be moved back to the gallery hallway so they have a better presentation.

**Ms. Huntington** thanked Ms. Randle for the financial update she gave the Council. She stated that she does not agree with Mr. Norum, and she added that executive sessions have never been inappropriate and that they need to be held. She stated she will be missing the next Finance Committee meeting. **Ms. Huntington** spoke to the disturbance that took place at Spring Hill Suites and stated that two City Council members were mentioned by the culprit during the incident. She cautioned the Council to be aware of their surroundings and to remain vigilant.

**Mayor Matherly** stated he was honored to attend City Hostess Pearl Watson's birthday party the week before.

**Mr. Norum** requested information relating to the recent death of the pedestrian on Davis Road. **Mayor Matherly** stated he could not speak to the woman's death because she was released from a State agency which he has no authority over.

**Mr. Pruhs**, seconded by **Ms. Huntington**, moved to go into Executive Session for the purpose of discussing AFL-CIO Labor Negotiations.

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

**Mayor Matherly** called for a five minute recess.

### **EXECUTIVE SESSION**

a) AFL-CIO Labor Contract Negotiations

The City Council met in Executive Session to discuss AFL-CIO Labor Negotiations. Direction was given to staff and no action was taken.

### **ADJOURNMENT**

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

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

**Mayor Matherly** declared the meeting adjourned at 11:14 p.m.

---

JIM MATHERLY, MAYOR

ATTEST:

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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: March 15, 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
3050	Gambardella's Pasta Bella	Restaurant/Eating Place	Gambardella's II, Inc.	No Premises
3965	K & L Beverage Company	Wholesale – General	K & L Beverage Company, LLC	945 Elizabeth St.
1966	Loyal Order of Moose #1392	Club	Fairbanks Lodge #1392	98 10th Avenue

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.



Subject: Sent from Snipping Tool

Incident / Event (Search)

Link Event ID Call recv AVL Pict. Print

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

Rpt # Source PU EMS Fire Law Resc Othr

Loc 945 ELIZABETH ST FAIR

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

Busi K AND L DISTRIBUTORS Ph# Call group

Nature Alarm QA

Caller PQA Hist Alarm


Address

Veh # RMS status Send To RMS

Include delayed events  Include cancelled events View Text Re-Open

Prev Next Add Duplicate Delete Search View Exit

ONESolution.CAD

 No match found.

Ok

# CITY OF FAIRBANKS PUBLIC SAFETY

LOYAL ORDER OF MOOSE #1392 98 TENTH AVENUE 02-17-2016 to 02-17-2017

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
16002355	08/01/2016 12:56	FOUND PROPERTY -	98 TENTH AVE	O15	RPT	08/01/2016 13:06:56
	07/16/2016 02:31	REDDI	98 TENTH AVE	S2	NRP	07/16/2016 02:48:54
16001104	04/13/2016 12:43	FRAUD/FORGERY -	98 TENTH AVE	O26	RPT	04/13/2016 15:03:32


Total Number of Events Listed: 3

# MEMORANDUM

City of Fairbanks Clerk's Office

D. Danyielle Snider, City Clerk

---

TO: Mayor Jim Matherly and City Council Members  
FROM: D. Danyielle Snider, CMC, City Clerk   
SUBJECT: Application for New Marijuana Cultivation Facility License  
DATE: March 15, 2017

---

Attached you will find a notification from the Alcohol & Marijuana Control Office (AMCO) of an application for a new marijuana cultivation facility license along with additional information for the following applicant:

License #: **11051**  
License Type: **Standard Marijuana Cultivation Facility**  
D.B.A.: Northlink, LLC  
Licensee/Applicant: Northlink, LLC  
Physical Location: 1550 Cushman Street, Fairbanks Alaska

Pursuant to 3 AAC 306.060, the Council must determine whether or not to protest the marijuana license action after holding a public hearing.

This application for a new license has been advertised in the Fairbanks Daily News Miner, and a notice of the date, time and place of the public hearing has been mailed to all property owners within 500 feet of the proposed marijuana establishment.

The Building and Fire Departments recommend that this license be protested until a Certificate of Occupancy is issued. There are **no other departmental objections** to the issuance of the license.





# City of Fairbanks

Office of the City Clerk

800 Cushman Street

Fairbanks, AK 99701

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

**RECEIVED**  
FEB 20 2017  
CITY CLERKS OFFICE

## ALCOHOL AND MARIJUANA CONTROL OFFICE MARIJUANA LICENSE RESPONSE FORM

- TO:  FINANCE DEPARTMENT  
 BUILDING DEPARTMENT  
 FIRE DEPARTMENT  
 POLICE DEPARTMENT

DATE: 02/16/2017

FROM: CITY CLERK'S OFFICE

RE: MARIJUANA LICENSE ACTION - NEW CULTIVATION LICENSE APPLICATION

DATE NOTICE RECEIVED AT CLERKS OFFICE: 02/16/2017 (60 DAY DUE DATE 04/17/2017)

DATE RESPONSE DUE: 03/14/2017 for City Council Meeting of 03/20/2017

License #: 11051  
 License Type: **Standard Marijuana Cultivation Facility**  
 D.B.A.: Northlink, LLC  
 Licensee/Applicant: Northlink, LLC  
 Physical Location: 1550 Cushman Street, Fairbanks, Alaska

Corp/LLC Agent:	Address	Phone	Date and State of Ltd Partner/Corp	Good standing?
Northlink, LLC Travis Fraser	PO Box 10974 Fairbanks, AK 99710	907-378-7437	09/02/2016 - Alaska	Yes

Member/Officer/Director:	DOB	Address	Phone	Title/Shares (%)
Travis Fraser	02/23/1978	PO Box 10974 Fairbanks, Alaska 99710	907-378-7437	Member / 66.67%
Zarin Taylor	09/16/1980	9138 Arlon Street Ste. A3 PMB 723 Fairbanks, Alaska 99709	907-322-4235	Member / 33.33%

### ADDITIONAL COMMENTS:

NO PROTEST:  
COMMENTS

PROTEST

REASONS: Recommend protest until final inspections have been completed and issuance of Certificate of Occupancy has been issued by the Building Department.

DEPARTMENT SIGNEE: *Jameson Steyer* 1 2/21/17  
 (Signature) (Printed Name)

NOTE: THIS COMPLETED FORM MUST BE RETURNED TO THE CITY CLERK'S OFFICE BY THE DATE INDICATED ABOVE. YOU MAY E-MAIL OR FAX (459-6710) THE FORM. IF YOU HAVE ANY QUESTIONS CALL OUR OFFICE AT 459-6774. THANK YOU.



# 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

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Zarin Taylor	09/16/1980	9138 Arlon Street Ste. A3 PMB 723 Fairbanks, Alaska 99709	907-322-4235	Member / 33.33%

### ADDITIONAL COMMENTS:

NO PROTEST:  
COMMENTS

PROTEST REASONS: UNTIL CERTIFICATE OF OCCUPANCY IS ISSUED

DEPARTMENT SIGNEE: *Clemens M. Grooten* CLEMENS M. GROOTEN  
(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 3, 2017

SUBJECT: Northlink, LLC – Standard Cultivation Facility License #11051

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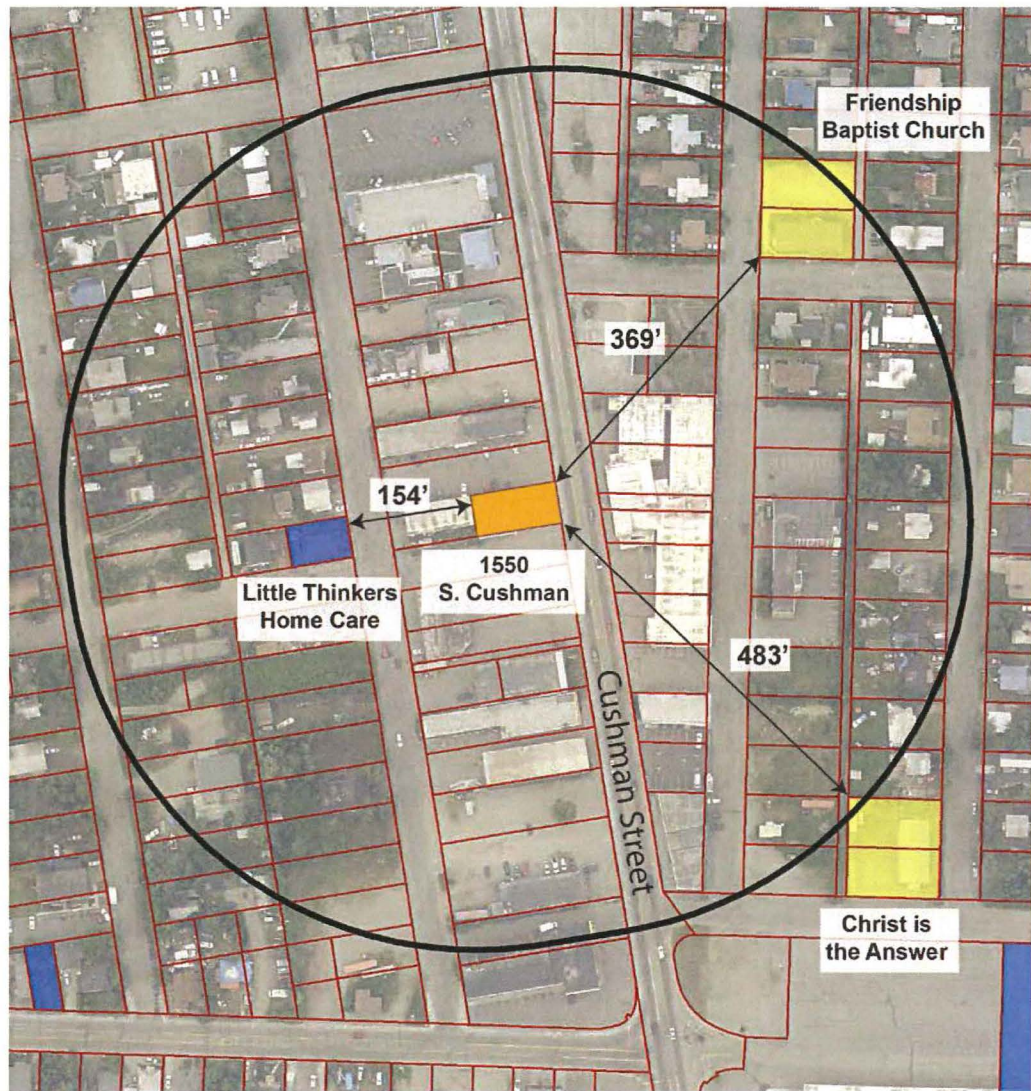
A “marijuana cultivation facility, indoor large” is a listed conditional use in the General Commercial (GC) zoning district pursuant to FNSBC 18.64.020.B.9. The applicant was issued a conditional use permit # CU2016-009 to use 4,040 square feet of an existing two-story building for such a facility.

The proposed marijuana establishment is **not** located within any known sensitive use buffers listed in FNSBC 18.96.240.A.3. However, three zone lots containing sensitive uses with 100-foot buffers are within 500-feet of the facility: Friendship Baptist Church is located approximately 369-feet to the northeast; Christ the Answer Church is located approximately 483-feet to the southeast; and Little Thinkers Home Care (a State-licensed day care facility) is located approximately 154-feet to the west. Please see the attached map identifying approximate distances.

FNSBC 18.96.240.A.3 addresses buffer distances for commercial marijuana establishments. More specifically, FNSBC 18.96.240.A.3.c establishes the distance of 100 feet from “youth centers, group homes serving persons ages 18 and under, public swimming pools, state licensed day care facilities, arcades, state licensed substance use treatment provider or facility providing substance abuse use treatment, church buildings and residential zones (RE, RR, SF, TF, MF, MFO).”

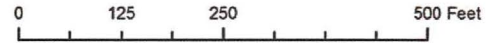
Buffer distances are measured from the lot line of the lot containing the sensitive use or zone to the commercial marijuana establishment (building) in accordance with FNSBC 18.96.240.A.3.d.

**Sensitive Uses within 500 feet from 1550 S. Cushman St.**  
 (Source: FNSB GIS)



**Legend**

- CU2016\_009
- Churches
- 500 ft Buffer
- Day Care Sites





# Fairbanks North Star Borough

## Generic Report

PAN# 0088374

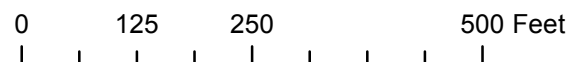
Printed on: 03/02/2017

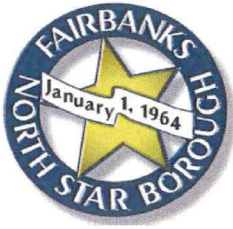


**Property Information for PAN#: 0088374**  
 PROPERTY DESCRIPTION: RICKERT, BLOCK: 05, LOT: 08E  
 OWNER: Tiz Property Llc  
 SITUS ADDRESS: 1550 Cushman St  
 ZONING: GC (100%)  
 COMMUNITY PLANNING PERMITS:  
 Conditional Use: 20160009  
 Variance: 19870011  
 Zoning: 17472

### Proximity and Zoning Map

**NORTHLINK, LLC**  
 Marijuana License - New - #11051  
 Standard Cultivation Facility





April 7, 2016

Travis Fraser  
PO Box 10974  
Fairbanks, AK 99710

RE: CU2016-009

Dear Mr. Fraser:

At its regular meeting of April 5, 2016, the Planning Commission of the Fairbanks North Star Borough considered your request for conditional use approval of a commercial indoor large marijuana cultivation facility in the General Commercial (GC) zone on E1/2, Lot 8, Block 5, Rickert Subdivision (located at 1550 South Cushman Street, on the northwest corner of South Cushman Street and Sixteenth Avenue).

The Commission voted seven (7) in favor, two (2) opposed, to **approve** your request.

Please read the attached conditions carefully as they must be adhered to for this approval to be valid. Please sign and return the enclosed agreement within fifteen (15) days from the date of the decision of the administrative body.

This decision may be appealed within fifteen (15) days from the date of the decision to the Fairbanks North Star Borough Board of Adjustments.

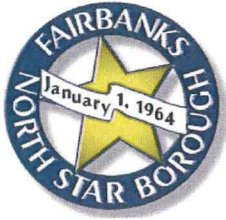
If you have any questions regarding this matter, please feel free to contact the Department of Community Planning, Division of Planning and Zoning, 809 Pioneer Road, or call 459-1260.

Sincerely,

D. Christine Nelson, AICP  
Director of Community Planning

DCN/th

CC: Lenora Niesen



### AGREEMENT TO CONDITIONS

CONDITIONAL USE: CU2016-009

PROPERTY OWNER: Lenora Niesen  
PO Box 8485  
Nikiski, AK 99635

APPLICANT: Travis Fraser  
PO Box 10974  
Fairbanks, AK 99710

#### LEGAL DESCRIPTION OF PROPERTY:

E 1/2, Lot 8, Block 5, Rickert Subdivision

#### DATE APPROVED BY THE FAIRBANKS NORTH STAR BOROUGH PLANNING COMMISSION:

April 5, 2016

#### CONDITIONS OF APPROVAL:

1. The Applicant or holder of this conditional use permit shall comply with all applicable laws, including city, borough, and state laws. Applicable permits and approvals may include but are not limited to:
  - a. As required by the Department of Commerce, Community, and Economic Development (Alcohol and Marijuana Control Office), the Applicant or holder of this conditional use permit shall ensure the site meets all licensing requirements for a commercial marijuana cultivation facility.
  - b. The Applicant or holder of this conditional use permit shall apply for formal plan review by the City of Fairbanks Building Department and Fire Department and shall meet all applicable code requirements and standards.
  - c. The Applicant or holder of this conditional use permit shall ensure that compressed and flammable gases are stored as required by the City of Fairbanks Fire Department.
2. The Applicant or holder of this conditional use permit shall comply with all the security, public health, and safety requirements of the State of Alaska for a marijuana cultivation facility.
3. No outdoor storage of marijuana, marijuana products, or hazardous substances shall be allowed pursuant to FNSBC 18.50.300. All marijuana, marijuana products, and hazardous substances shall be stored inside secure facilities.
4. Indoor cultivation, drying, and processing building shall be equipped with appropriately sized odor filtration systems to mitigate odor from cultivation operations.



# FAIRBANKS NORTH STAR BOROUGH

Department of Community Planning

809 Citizens Way ☆ P.O. Box 71267 ☆ Fairbanks, Alaska 99707-1267

(907) 459-1260 ☆ FAX (907) 459-1255

5. If any modifications are made to the site plan, floor plan, or other FNSB required documents, the Applicant or holder of this conditional use permit shall submit revised documents to the FNSB Community Planning Department. If substantial modifications are made to these documents, an amendment to the Conditional Use Permit may be required pursuant to FNSBC 18.54.030(D).
6. Loading and unloading of merchandise shall be in a manner as to not obstruct the traffic movement on Sixteenth Avenue.

I understand that the holder of this permit is required to comply with all other applicable laws, including city, borough, state and federal laws.

Signature of applicant acknowledging and agreeing to abide by the conditions above.

Signature of property owner acknowledging and agreeing to abide by the conditions above.

**CU2016-009** A request by Travis Fraser for conditional use approval of a commercial indoor large marijuana cultivation facility in the General Commercial (GC) zone on E1/2, Lot 8, Block 5, Rickert Subdivision (located at 1550 South Cushman Street, on the northwest corner of South Cushman Street and Sixteenth Avenue).



# Alcohol & Marijuana Control Office

**License Number:** 11051

**License Status:** New

**License Type:** Standard Marijuana Cultivation Facility

**Doing Business As:** NORTHLINK, LLC

**Business License Number:** 1041821

**Designated Licensee:** Travis Fraser

**Email Address:** travisfraser00@yahoo.com

**Local Government:** Fairbanks (City of)

**Community Council:**

**Latitude, Longitude:** 64.833300, -147.716990

**Physical Address:** 1550 cushman  
Fairbanks, AK 99701  
UNITED STATES

## Licensee #1

**Licensee Type:** Entity

**Alaska Entity Number:** 10041092

**Alaska Entity Name:** Northlink, LLC

**Phone Number:** 907-378-7437

**Email Address:** travisfraser00@yahoo.com

**Mailing Address:** Po box 10974  
Fairbanks, AK 99701  
UNITED STATES

## Affiliate #1

**Licensee Type:** Individual

**Name:** Zarin Taylor

**SSN:** [REDACTED]

**Date of Birth:** 09/16/1980

**Phone Number:** 907-322-4235

**Email Address:** zarintaylor@me.com

**Mailing Address:** 9138 arlon st STE. A3 pmb723  
Anchorage, AK 99507  
UNITED STATES

## Affiliate #2

**Licensee Type:** Individual

**Name:** Travis Fraser

**SSN:** [REDACTED]

**Date of Birth:** 02/23/1978

**Phone Number:** 907-378-7437

**Email Address:** travisfraser00@yahoo.com

**Mailing Address:** Po box 10974  
Fairbanks, AK 99701  
UNITED STATES



Alaska Marijuana Control Board

# Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office  
 550 W 7<sup>th</sup> 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.

<b>Licensee:</b>	Northlink, LLC	<b>License Number:</b>	11051		
<b>License Type:</b>	Standard Marijuana Cultivation Facility				
<b>Doing Business As:</b>	NORTHLINK, LLC				
<b>Physical Address:</b>	1550 cushman				
<b>City:</b>	Fairbanks	<b>State:</b>	AK	<b>Zip Code:</b>	99701
<b>Designated Licensee:</b>	Travis Fraser				
<b>Email Address:</b>	travisfraser00@yahoo.com				

### Section 2 – Attached Items

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

<b>Attached Items:</b>	Form MJ-02: Premises Diagram
------------------------	------------------------------

*OFFICE USE ONLY*

<b>Received Date:</b>		<b>Payment Submitted Y/N:</b>		<b>Transaction #:</b>	
-----------------------	--	-------------------------------	--	-----------------------	--



Alaska Marijuana Control Board

## Form MJ-02: Premises Diagram

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

### What is this form?

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:	Travis Fraser	License Number:	11051
License Type:	Standard Marijuana Cultivation Facility		
Doing Business As:	Northlink, LLC		
Premises Address:	1550 Cushman, Suite B		
City:	Fairbanks	State:	AK
		ZIP:	99701



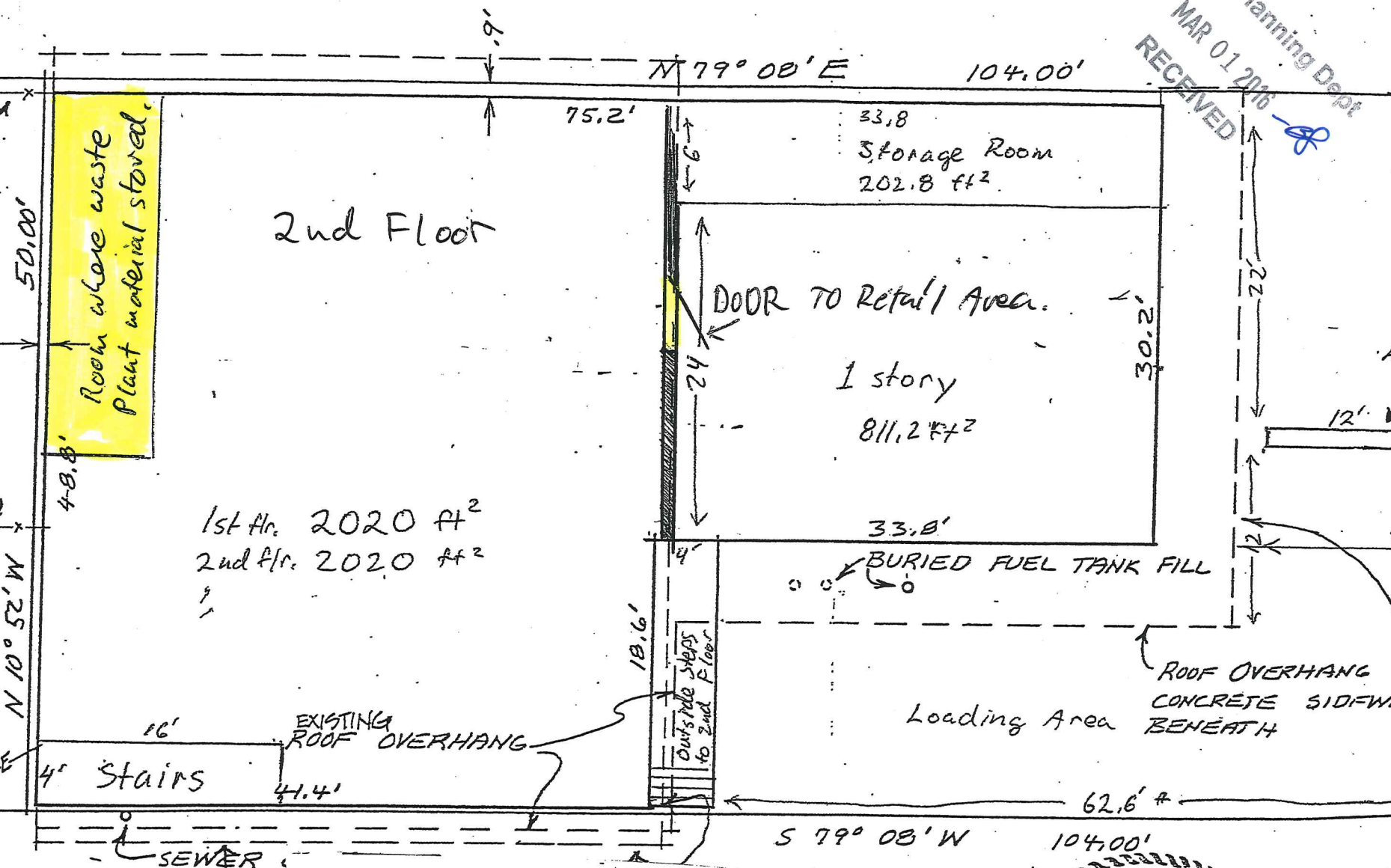




LOT 7, BLK 5

Comm. Planning Dept  
MAR 01 2016  
RECEIVED

WOOD FENCE



2nd Floor

33.8  
Storage Room  
202.8 ft<sup>2</sup>

DOOR TO Retail Area.

1 story  
811.2 ft<sup>2</sup>

1st Flr. 2020 ft<sup>2</sup>  
2nd Flr. 2020 ft<sup>2</sup>

33.8'

BURIED FUEL TANK FILL

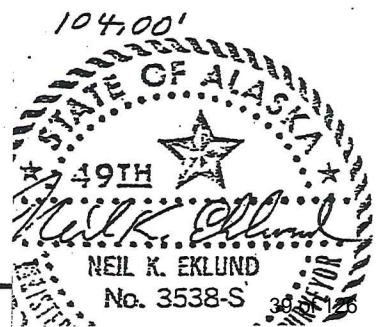
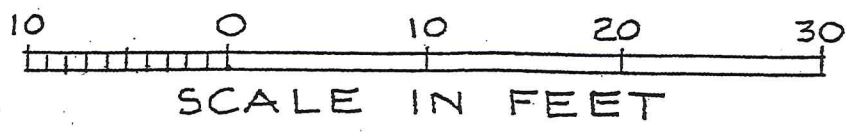
LOADING Area  
ROOF OVERHANG  
CONCRETE SIDEWALK  
BENEATH

4' Stairs

EXISTING  
ROOF OVERHANG

Dw's side steps  
to 2nd Floor

ROOF OVHG.  
IN QUESTION

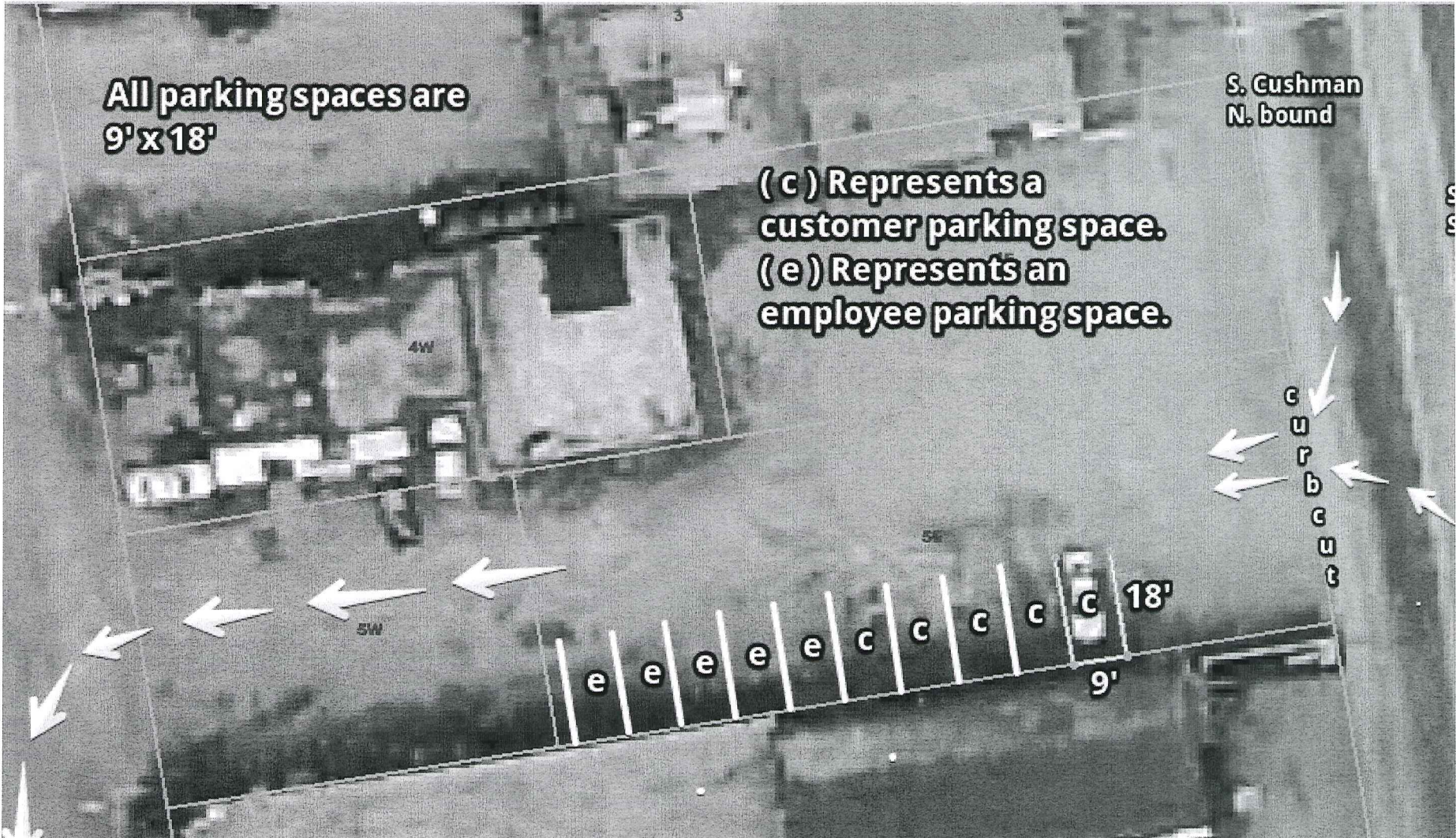


From: **robert fox** robertfox845@yahoo.com  
Subject: x  
Date: March 1, 2016 at 11:07 AM  
To: Robert Fox robertfox@alaskan.com

Comm. Planning Dept

MAR 01 2016

RECEIVED







Alaska Marijuana Control Board

# Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office  
 550 W 7<sup>th</sup> 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.

<b>Licensee:</b>	Northlink, LLC	<b>License Number:</b>	11051		
<b>License Type:</b>	Standard Marijuana Cultivation Facility				
<b>Doing Business As:</b>	NORTHLINK, LLC				
<b>Physical Address:</b>	1550 cushman				
<b>City:</b>	Fairbanks	<b>State:</b>	AK	<b>Zip Code:</b>	99701
<b>Designated Licensee:</b>	Travis Fraser				
<b>Email Address:</b>	travisfraser00@yahoo.com				

### Section 2 – Attached Items

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

<b>Attached Items:</b>	Form MJ-01: Marijuana Establishment Operating Plan
------------------------	--

*OFFICE USE ONLY*

<b>Received Date:</b>		<b>Payment Submitted Y/N:</b>		<b>Transaction #:</b>	
-----------------------	--	-------------------------------	--	-----------------------	--



**Alaska Marijuana Control Board**

**Form MJ-01: Marijuana Establishment Operating Plan**

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

**What is this form?**

An operating plan 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.

<b>Licensee:</b>	Northlink, LLC	<b>License Number:</b>	11051		
<b>License Type:</b>	Standard Marijuana Cultivation Facility				
<b>Doing Business As:</b>	Northlink, LLC				
<b>Premises Address:</b>	1550 Cushman, Suite B				
<b>City:</b>	Fairbanks	<b>State:</b>	ALASKA	<b>ZIP:</b>	99701
<b>Mailing Address:</b>	P.O. Box 10974				
<b>City:</b>	Fairbanks	<b>State:</b>	ALASKA	<b>ZIP:</b>	99710
<b>Primary Contact:</b>	Travis Fraser				
<b>Main Phone:</b>	(907) 457-6141	<b>Cell Phone:</b>	(907) 378-7437		
<b>Email:</b>	travisfraser00@yahoo.com				



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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

### 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:

All restricted access areas will have a coded access lock labeled "Restricted".

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

Any admitted visitors will be required to show ID. We will take a copy of that ID and store in a "visitors log", then they will be issued a visitors pass that is required to be visible at all times. Visitors will be escorted through property by an employee.



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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

Any visitors being escorted will have to provide ID. We will photo copy ID and keep in a "visitors log" onsite.

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

PHOTO	Name
	Position
	Date of Hire
Northlink, LLC	
1550 Cushman, Suite B	
Fairbanks, Alaska 99701	
Badge Number: 00	



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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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:

Low light conditions addressed with existing eye mounted lighting and supplemented with lighting mounted high enough to point at a downward angle to avoid lighting neighboring properties. Lighting will accommodate 20' diameter around entrances and building.

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

There will be fixed cameras on all controlled access areas, security rooms, all points of ingress/egress to limited access areas, exterior of premises and all points of sale coverage within 20 feet. Surveillance system storage device secured in a locked cabinet. Camera continuously recording 24 hours a day, and the recordings will be kept a minimum of forty (40) days on the recording device. Concord 4 interlogix security system with cellular alarm notification system and audible siren will be activated on premises at all times. Last person on premise per day will activate alarm to "away mode". Security surveillance will be through Truvision IP Network video recorder NVR-21 with remote monitoring.

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:

Doors and windows will have motion sensitive sensors that will set off an alarm when activated.



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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

All retail labels will have "Not For Resale" on the packaging. All employees, customers and sales will be under constant video surveillance. Anyone known to be reselling product illegally will be reported to the appropriate authorities. All products will be inventoried and electronically logged and will be accessible to the control board through state compliant METRC Tracking System.

**Describe your policies and procedures for preventing loitering:**

Secured entry way will allow for safe and controlled waiting area, and tenders and security will keep a proper flow of customers. "No Loitering" signs will be posted.

**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:**

Tender and security will have a security siren alarm for any alarming situations, which will notify all available employees for assistance and deterrent.



**Alaska Marijuana Control Board**

**Form MJ-01: Marijuana Establishment Operating Plan**

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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:

Breach of security will require all involved to shut down, evacuate premises of customers and notify managing member for assessment.

**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.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Both the interior and exterior of each entrance to the facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Each point of sale area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clearly and accurately displays the time and date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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:

Cameras will be placed high enough for clear view of any individual and low light conditions will be addressed with appropriate lighting. All exterior entrances will have lighting for viewing at 20' requirement.

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:

We will have a locked cabinet and a log for authorized personal who have access.

**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

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

The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises

Records related to advertising and marketing

A current diagram of the licensed premises including each restricted access area

A log recording the name, and date and time of entry of each visitor permitted into a restricted access area

All records normally retained for tax purposes

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

Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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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:

Pertinent data will be kept on companies computer, an external hard drive and backed up in a Cloud storage system. METRC will maintain a back up of all seed to sale data in their Cloud storage system. Records of all business transactions for the current year and four (4) preceding years will be kept on licensed property.



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:

We will use METRC to track products which is what the board implemented. We will pay all monthly fees and maintain good standings with provider.



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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### 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:**

We will provide a written training manual with instructions and references, employees will receive a copy of the handbook, training and understanding MCB, Alaska administrative codes state, local and federal departments for applicable positions. For emergency preparedness, all employees will be trained on how to call emergency numbers, how to respond to emergency scenarios, and will receive basic training on applicable equipment. All owners and employees will be required to have a Marijuana Handlers permit.



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:**

Liquid waste will be diluted in accordance with the product specifications and compliance with the Division of Agriculture, EPA and all other state and local government laws. Most plant matter will be turned into extract by approved delivery to state licensed product manufacturer for extracts for Northlink, but what roots, trim and plant matter left that's deemed unusable will be shredded in a shredder, weighed (no larger than a 5 pound lot) and entered into a tracking system. Unusable marijuana will be stored in designated containers to be disposed of. Containers will be locked and secured in designated area in facility that is monitored 24 hours a day.

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

Ground marijuana waste will be mixed with sawdust to be rendered unusable and then shredded.



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Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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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:

We will bring in sawdust and mix 50/50 with unusable already shredded material in an industrial shredder



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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

We will weigh and package product (no larger than in 5 pound lots), place in airtight food safe plastic bags and store in plastic security bins. Sealed packages or containers will not be opened in transport. All transportation manifests to include product information, lot number, test results and weights on product label. We will notify MCB type, amount, weight of product being transported, the name of the transporter, time(s) of departure and expected delivery on a complete transportation manifest.

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

We will be using licensed security business with all MCB state and local requirements met.





Alaska Marijuana Control Board

**Form MJ-01: Marijuana Establishment Operating Plan**

**Section 7 – Signage and Advertising**

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

Existing 4x10 sign will have our company name and logo, which will meet all state, local and federal requirements. There will also be a small 2x4 sign with company name and logo in the parking lot.

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:

Standing policy: may not sell, furnish, give or deliver marijuana products to an persons under 21 years of age. Train employees. Follow state, local and federal rules and requirements. Greet the consumer, assess acquaintances, ask for ID, check that their faces match their ID, card before entry into restricted area(s) and inform customers they will be checked. For identifying fake IDs, request ID be taken out of wallets and/or covers, take physical control of the ID, and only accept state drivers licenses. Check the back of the ID. Look for poor quality, proper wording, check thickness and unevenly cut corners that may indicate the picture has been altered. Check for color bleed, make sure picture and physical information matches card holder. Pay attention to date of birth (confirm individual is old enough), check for any alterations and make sure ID has not expired. Any one not following these guidelines will be terminated.

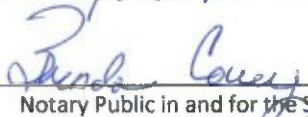
I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

  
Signature of licensee

Travis Fraser  
Printed name

Subscribed and sworn to before me this 1<sup>st</sup> day of November, 2014.



  
Notary Public in and for the State of Alaska.

My commission expires: 2/7/2020



Alaska Marijuana Control Board

# Cover Sheet for Marijuana Establishment Applications

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## 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.

<b>Licensee:</b>	Northlink, LLC	<b>License Number:</b>	11051		
<b>License Type:</b>	Standard Marijuana Cultivation Facility				
<b>Doing Business As:</b>	NORTHLINK, LLC				
<b>Physical Address:</b>	1550 cushman				
<b>City:</b>	Fairbanks	<b>State:</b>	AK	<b>Zip Code:</b>	99701
<b>Designated Licensee:</b>	Travis Fraser				
<b>Email Address:</b>	travisfraser00@yahoo.com				

### Section 2 – Attached Items

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

<b>Attached Items:</b>	Form MJ-04: Marijuana Cultivation Facility
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*OFFICE USE ONLY*

<b>Received Date:</b>		<b>Payment Submitted Y/N:</b>		<b>Transaction #:</b>	
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**Alaska Marijuana Control Board**  
**Operating Plan Supplemental**  
**Form MJ-04: Marijuana Cultivation Facility**

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

**What is this form?**

This operating plan supplemental form is required for all applicants seeking a marijuana cultivation facility 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 4 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 306.420(2).

**What additional information is required for cultivation facilities?**

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

- Prohibitions
- Cultivation plan
- Odor control
- Testing procedure and protocols
- Security

**This form must be submitted to AMCO's main office before any marijuana cultivation facility 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:	Northlink, LLC	License Number:	11051		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Northlink, LLC				
Premises Address:	1550 Cushman, Suite B				
City:	Fairbanks	State:	ALASKA	ZIP:	99701



Alaska Marijuana Control Board  
**Operating Plan Supplemental  
 Form MJ-04: Marijuana Cultivation Facility**

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

**Section 2 – Prohibitions**

Applicants should review 3 AAC 306.405 – 3 AAC 306.410 and be able to answer “Agree” to all items below.

The marijuana cultivation facility will not:	Agree	Disagree
Sell, distribute, or transfer any marijuana or marijuana product to a consumer, with or without compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allow any person, including a licensee, employee, or agent, to consume marijuana or marijuana product on its licenses premises or within 20 feet of the exterior of any building or outdoor cultivation facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treat or otherwise adulterate marijuna with any organic or nonorganic chemical or compound to alter the color, appearance, weight, or odor of the marijuana	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Section 3 – Cultivation Plan**

Review the requirements under 3 AAC 306.420, and identify how the proposed premises will meet the listed requirements.

Describe the size of the space(s) the marijuana cultivation facility intends to be under cultivation, including dimensions and overall square footage. Provide your calculations below:

Upstairs vegetative will be 28' x 34' for a total square footage of 952 SF  
 Clones and mother room will be 8' 6" x 13' for a total square footage of 110' 6"  
 Flowering rooms will be 40' x 39' 8" for a total square footage of 1,596 SF



Alaska Marijuana Control Board  
**Operating Plan Supplemental  
Form MJ-04: Marijuana Cultivation Facility**

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

Describe the marijuana cultivation facility's growing medium(s) to be used:

Growstones and hydroton hydroponic media.

Describe the marijuana cultivation facility's fertilizers, chemicals, gases, and delivery systems, including carbon dioxide management, to be used:

We will be using Botanicare kind base grown and bloom as well as Botanicare hydroguard. We will be using CO2 generators that convert propane to CO2, which will be set in 1,200 PPM and run through titan CO2 controller.

Describe the marijuana cultivation facility's irrigation and waste water systems to be used:

All trays will be fed with pump-in reservoir underneath for drainage. Half will have their own water pump, the other half will have one (1) large reservoir to feed fourteen (14) trays and lift pump to return to desevoir.



Alaska Marijuana Control Board  
**Operating Plan Supplemental  
Form MJ-04: Marijuana Cultivation Facility**

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

Describe the marijuana cultivation facility's waste disposal arrangements:

Liquid waste will be diluted in accordance with the product specifications and compliance with the Division of Agriculture, EPA and all other state and local government laws. Most plant matter will be turned into extract by approved delivery to state licensed product manufacturer who will produce extracts for Northlink, but what roots, trim and plant matter left that's deemed unusable will be shredded in a shredder, weighed (no larger than a 5 pound lot) and entered into a tracking system. Unusable marijuana will be stored in designated containers to be disposed of. Containers will be locked and secured in designated area in facility that is monitored 24 hours a day.

#### **Section 4 – Odor Control**

Review the requirements under 3 AAC 306.430, and identify how the proposed premises will meet the listed requirement.

Describe the odor control method(s) to be used and how the marijuana cultivation facility will ensure that any marijuana at the facility does not emit an odor that is detectable by the public from outside the facility:

Mostly sealed system, we will be using exhaust fans and carbon filters to scrub the air. Any penetrations or air flow to the outside environment will have carbon filters to prevent any odor from emitting in to public.





Alaska Marijuana Control Board  
**Operating Plan Supplemental  
 Form MJ-04: Marijuana Cultivation Facility**

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

**Section 5 – Testing Procedure and Protocols**

Review the requirements under 3 AAC 306.455 and 3 AAC 306.465, and identify how the proposed premises will meet the listed requirements.

Applicants should be able to answer “Agree” to the item below.

**I understand and agree that:**

Agree Disagree

The board will or the director shall from time to time require the marijuana cultivation facility to provide samples of the growing medium, soil amendments, fertilizers, crop production aids, pesticides, or water for random compliance checks

**Describe the testing procedure and protocols the marijuana cultivation facility will follow:**

We will follow requirements set forth by 3 AAC 306.455 and 3 AAC 306.465. We will not sell any marijuana until all required testing has been completed. We will provide any samples of growing medium, amendments, fertilizers, crop aides, pesticides and/or water for random testing when required by the MCB or the director.



Alaska Marijuana Control Board  
**Operating Plan Supplemental  
 Form MJ-04: Marijuana Cultivation Facility**

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

**Section 6 – Security**

Review the requirements under 3 AAC 306.430 and 3 AAC 306.470 – 3 AAC 306.475, and identify how the proposed premises will meet the listed requirements.

Applicants should be able to answer “Agree” to the two items below.

The marijuana cultivation facility applicant has:

Agree Disagree

Read and understands and agrees to the packaging of marijuana requirements under 3 AAC 306.470

Read and understands and agrees to the labeling of marijuana requirements under 3 AAC 306.475

Restricted Access Area (3 AAC 306.430):

Yes No

Will the marijuana cultivation facility include outdoor production?

If “Yes”, describe the outdoor structure(s) or the expanse of open or clear ground fully enclosed by a physical barrier:



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-04: Marijuana Cultivation Facility

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 the method(s) used to ensure that any marijuana at the marijuana cultivation facility cannot be observed by the public from outside the facility:

All windows in cultivation will be covered or frosted. Public will not be able to see anything from the outside.

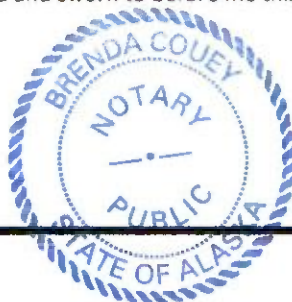
I certify that as a marijuana cultivation facility, I will submit monthly reports to the Department of Revenue and pay the excise tax required under AS 43.61.010 and 43.61.020 on all marijuana sold or provided as a sample to a marijuana establishment, as required under 3 AAC 306.480.

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]
Signature of licensee

Travis Fraser
Printed name

Subscribed and sworn to before me this 1st day of November, 2014.



[Handwritten signature: Brenda Couey]
Notary Public in and for the State of Alaska.

My commission expires: 2/7/2020



Alaska Marijuana Control Board  
**Operating Plan Supplemental  
Form MJ-04: Marijuana Cultivation Facility**

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

(Additional Space as Needed):



Alaska Marijuana Control Board

# Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office  
 550 W 7<sup>th</sup> 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.

<b>Licensee:</b>	Northlink, LLC	<b>License Number:</b>	11051		
<b>License Type:</b>	Standard Marijuana Cultivation Facility				
<b>Doing Business As:</b>	NORTHLINK, LLC				
<b>Physical Address:</b>	1550 cushman				
<b>City:</b>	Fairbanks	<b>State:</b>	AK	<b>Zip Code:</b>	99701
<b>Designated Licensee:</b>	Travis Fraser				
<b>Email Address:</b>	travisfraser00@yahoo.com				

### Section 2 – Attached Items

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

<b>Attached Items:</b>	Form MJ-07: Public Notice Posting Affidavit
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OFFICE USE ONLY					
<b>Received Date:</b>		<b>Payment Submitted Y/N:</b>		<b>Transaction #:</b>	



Alaska Marijuana Control Board

# Form MJ-07: Public Notice Posting Affidavit

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> 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?

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:	Travis Fraser		License Number:	11051	
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	NorthLink				
Premises Address:	1550 Cushman				
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: 9-22-16 End Date: 10-6-16

Other conspicuous location: Mr. Rock + Roll

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.

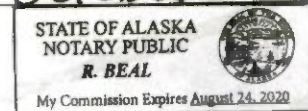
[Signature]  
Signature of licensee

Travis Fraser  
Printed name of licensee

[Signature]  
Notary Public in and for the State of Alaska

My commission expires: Aug 24 2020

Subscribed and sworn to before me this 17 day of October, 2016.





Alaska Marijuana Control Board

## Cover Sheet for Marijuana Establishment Applications

### 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.

<b>Licensee:</b>	Northlink, LLC	<b>License Number:</b>	11051		
<b>License Type:</b>	Standard Marijuana Cultivation Facility				
<b>Doing Business As:</b>	NORTHLINK, LLC				
<b>Physical Address:</b>	1550 Cushman, Suite B				
<b>City:</b>	Fairbanks	<b>State:</b>	AK	<b>Zip Code:</b>	99701
<b>Designated Licensee:</b>	Travis Fraser				
<b>Email Address:</b>	travisfraser00@yahoo.com				

### Section 2 – Attached Items

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

<b>Attached Items:</b>	<p>Form MJ-07: Public Notice Posting Affidavit          Page 1 - modified to show correct premises address</p>
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*OFFICE USE ONLY*

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

# Form MJ-07: Public Notice Posting Affidavit

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

### What is this form?

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:	Northlink, LLC	License Number:	11051		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Northlink, LLC				
Premises Address:	1550 Cushman, Suite B				
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: 2/2/2017 End Date: 2/7/2017

Other conspicuous location: Mr. Rock & Roll

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

**Travis Fraser**  
Printed name of licensee



[Signature]  
Notary Public in and for the State of Alaska

My commission expires: 2/7/2020

Subscribed and sworn to before me this 7<sup>th</sup> day of February, 2017.





Alaska Marijuana Control Board

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

# Cover Sheet for Marijuana Establishment Applications

## 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.

<b>Licensee:</b>	Northlink, LLC	<b>License Number:</b>	11051		
<b>License Type:</b>	Standard Marijuana Cultivation Facility				
<b>Doing Business As:</b>	NORTHLINK, LLC				
<b>Physical Address:</b>	1550 cushman				
<b>City:</b>	Fairbanks	<b>State:</b>	AK	<b>Zip Code:</b>	99701
<b>Designated Licensee:</b>	Travis Fraser				
<b>Email Address:</b>	travisfraser00@yahoo.com				

### Section 2 – Attached Items

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

<b>Attached Items:</b>	Affidavit of Publication
------------------------	--------------------------

#### OFFICE USE ONLY

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

Northlink, LLC is applying und

### **Affidavit of Publication**

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

37685

Northlink, LLC is applying under 3 AAC 306.400 (a)(1) for a new Standard Marijuana Cultivation Facility license, license #11051, doing business as NORTHLINK, LLC, located at 1550 Cushman, Fairbanks, AK, 99701, UNITED STATES.

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):

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

September 22, 2016, September 29, 2016, October 06, 2016

Publish: 9/22, 9/29 & 10/6/16

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

  
\_\_\_\_\_  
Advertising Clerk

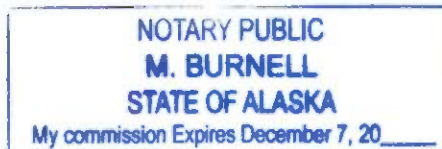
Subscribed to and sworn to me this 6th day of October 2016.

  
\_\_\_\_\_  
Marena Burnell, Notary Public in and for the State Alaska.

My commission expires: December 07, 2017

00008925 00037685

JEREMY LYONS  
3350 THOMAS ST  
FAIRBANKS, AK 99709





Alaska Marijuana Control Board

## Cover Sheet for Marijuana Establishment Applications

### 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.

<b>Licensee:</b>	Northlink, LLC	<b>License Number:</b>	11051		
<b>License Type:</b>	Standard Marijuana Cultivation Facility				
<b>Doing Business As:</b>	NORTHLINK, LLC				
<b>Physical Address:</b>	1550 Cushman, Suite B				
<b>City:</b>	Fairbanks	<b>State:</b>	AK	<b>Zip Code:</b>	99701
<b>Designated Licensee:</b>	Travis Fraser				
<b>Email Address:</b>	travisfraser00@yahoo.com				

### Section 2 – Attached Items

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

<b>Attached Items:</b>	Affidavit of Publication
------------------------	--------------------------

*OFFICE USE ONLY*

<b>Received Date:</b>		<b>Payment Submitted Y/N:</b>		<b>Transaction #:</b>	
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AFFP

Northlink LLC

### **Affidavit of Publication**

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

39358

Northlink, LLC is applying under 3 AAC 306.400 (a)(1) for a new Standard Marijuana Cultivation Facility license, license #11051, doing business as NORTHLINK, LLC, located at 1550 Cushman, Suite B, Fairbanks, AK, 99701, UNITED STATES.

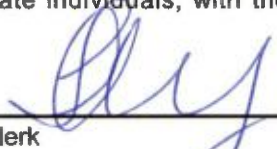
Before me, the undersigned, a notary public, this day personally appeared Tameka Ambersley, who, being first duly sworn, according to law, says that he/she is an Advertising Clerk of the Fairbanks Daily News-Miner, a newspaper (i) published in newspaper format, (ii) distributed daily more than 50 weeks 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):

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

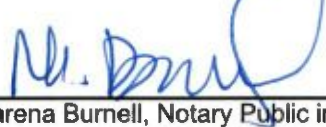
February 03, 2017

Publish:02-03-17

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

  
\_\_\_\_\_  
Advertising Clerk

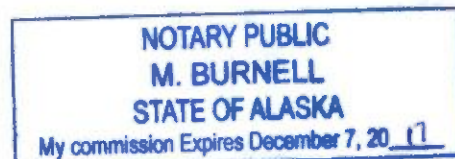
Subscribed to and sworn to me this 3rd day of February 2017.

  
\_\_\_\_\_  
Marena Burnell, Notary Public in and for the State Alaska.

My commission expires: December 07, 2017

00008925 00039358

JEREMY LYONS  
3350 THOMAS ST no. 84  
FAIRBANKS, AK 99709





Alaska Marijuana Control Board

# Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office  
 550 W 7<sup>th</sup> 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.

<b>Licensee:</b>	Northlink, LLC	<b>License Number:</b>	11051		
<b>License Type:</b>	Standard Marijuana Cultivation Facility				
<b>Doing Business As:</b>	NORTHLINK, LLC				
<b>Physical Address:</b>	1550 cushman				
<b>City:</b>	Fairbanks	<b>State:</b>	AK	<b>Zip Code:</b>	99701
<b>Designated Licensee:</b>	Travis Fraser				
<b>Email Address:</b>	travisfraser00@yahoo.com				

### Section 2 – Attached Items

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

<b>Attached Items:</b>	Form MJ-08: Local Government Notice Affidavit
------------------------	---

*OFFICE USE ONLY*

<b>Received Date:</b>		<b>Payment Submitted Y/N:</b>		<b>Transaction #:</b>	
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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:	Northlink LLC	License Number:	11051
License Type:	Standard Marijuana Cultivation Facility		
Doing Business As:	Northlink LLC		
Premises Address:	1550 Cushman Suite B		
City:	Fairbanks	State:	AK
		ZIP:	99701

**Section 2 – Certification**

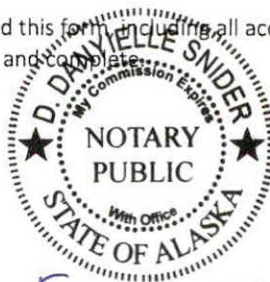
I certify that I have met the local government notice requirement set forth under 3 AAC 306.025(b)(3) by submitting a copy of my application to the following local government official and community council (if applicable):

Local Government: CITY OF FBKS Name of Official: D. DANIELLE SNIDER  
 FNSB Planner III  
 Title of Official: CITY CLERK Date Submitted: Bryan Schmel  
02/02/17  
 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

Travis Fruser  
 Printed name of licensee



[Signature]  
 Notary Public in and for the State of Alaska

My commission expires: w/office

Subscribed and sworn to before me this 2<sup>nd</sup> day of FEBRUARY, 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:	Travis Fraser	License Number:	11051
License Type:	Standard Marijuana Cultivation Facility		
Doing Business As:	Northlink		
Premises Address:	1550 Cushman		
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: City of Fairbanks Name of Official: Emily Brady  
FN 513 Planner III Code Enforcement Name of official: Bryan Schmel  
Title of Official: Deputy City Clerk Date Submitted: 10/14/16

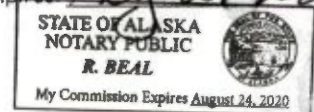
Community Council: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
(Municipality of Anchorage and Matanuska-Susitna Borough only)

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.

Travis Fraser  
Signature of licensee  
Travis Fraser  
Printed name of licensee

R. Beal  
Notary Public in and for the State of Alaska  
My commission expires: Aug 24 2020

Subscribed and sworn to before me this 17 day of October, 2016.





Alaska Marijuana Control Board

# Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office  
 550 W 7<sup>th</sup> 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.

<b>Licensee:</b>	Northlink, LLC	<b>License Number:</b>	11051		
<b>License Type:</b>	Standard Marijuana Cultivation Facility				
<b>Doing Business As:</b>	NORTHLINK, LLC				
<b>Physical Address:</b>	1550 cushman				
<b>City:</b>	Fairbanks	<b>State:</b>	AK	<b>Zip Code:</b>	99701
<b>Designated Licensee:</b>	Travis Fraser				
<b>Email Address:</b>	travisfraser00@yahoo.com				

### Section 2 – Attached Items

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

<b>Attached Items:</b>	Proof of Possession for Proposed Premises
------------------------	---

#### OFFICE USE ONLY

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

## Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office  
 550 W 7<sup>th</sup> 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.

<b>Licensee:</b>	Northlink, LLC	<b>License Number:</b>	11051		
<b>License Type:</b>	Standard Marijuana Cultivation Facility				
<b>Doing Business As:</b>	NORTHLINK, LLC				
<b>Physical Address:</b>	1550 Cushman, Suite B				
<b>City:</b>	Fairbanks	<b>State:</b>	AK	<b>Zip Code:</b>	99701
<b>Designated Licensee:</b>	Travis Fraser				
<b>Email Address:</b>	travisfraser00@yahoo.com				

### Section 2 – Attached Items

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

<b>Attached Items:</b>	<p>Proof of Possession for Proposed Premises          Section 24 - added landlord understanding of marijuana use on premises</p>
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*OFFICE USE ONLY*

<b>Received Date:</b>		<b>Payment Submitted Y/N:</b>		<b>Transaction #:</b>	
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**LEASE**

This lease made effective, as of the 15<sup>th</sup> day of November 2016, between:

TLZ Property, LLC  
PO Box 10974  
Fairbanks, AK 99710

(hereinafter called "Landlord")

and

Northlink, LLC  
1550 South Cushman  
Fairbanks, AK 99701

(hereinafter called "Tenant")

who agree as follows:

1. **PREMISES:** Landlord leases to Tenant and Tenant leases from Landlord the following real property:

A portion of 1550 South Cushman, Fairbanks, AK 99701.

Attached as Exhibit A is a map of the portion of the structure rented to Tenant. *(In pink) Suite B (TP)*

2. **TERM:** The term of this lease shall commence on November 15, 2016, (unless delayed by the parties) and expire one (1) year thereafter (i.e. January 1, 2018). Tenant shall have the option to renew the lease for five additional 1 (1) year terms by giving written notice of Tenant's intent to extend the lease at least 30 days before the end of the lease term.

3. **ACCEPTANCE OF PREMISES:** Tenant's taking possession of the premises on commencement of the term shall constitute Tenant's acknowledgment that the improvements are in good condition. Landlord covenants that Tenant, on paying the rent and performing Tenant's obligations in this lease, shall peacefully and quietly have, hold, and enjoy the premises through the term without ejection or disturbance by Landlord or any person or entity within Landlord's control.

4. **YEARLY RENT:** Tenant shall pay to Landlord as yearly rent for the rental of the premises the sum of TWO THOUSAND DOLLARS (\$2,000.00), per month plus all utilities, on the first day of each month.

5. **SECURITY DEPOSIT:** No security deposit shall be paid.

6. **TAXES, INSURANCE, UTILITIES:** Tenant shall pay all utilities except that tenant shall receive a \$100 per month credit for unmetered electrical use by co-tenants in the structure. Landlord shall pay taxes and insurance.

7. **LIMITATION ON USE:** Tenant shall use the premises for cultivation purposes and for no other use without Landlord's consent. Tenant's use of the premises as provided in this lease shall be in accordance with the following:

(a) **Cancellation of insurance:** Tenant shall not do, bring, or keep anything in or about the premises that will cause a cancellation of any insurance covering the premises.

(b) **Compliance with laws:** Tenant shall comply with all laws concerning Tenant's use of the premises.

(c) **Waste, nuisance:** Tenant shall not use the premises in any manner that will constitute waste, nuisance, or unreasonable annoyance to owners or occupants of adjacent properties.

(d) **Animals:** Tenant agrees that no dogs, cats, fish, birds, or any other animal of any kind shall be kept, fed, or tolerated in the premises without the prior written permission of the Landlord.

8. **CONTINUOUS OPERATION:** Tenant shall continuously use the premises for the uses specified in this lease. If the premises are destroyed or partially condemned and this lease remains in full force and effect, Tenant shall continue operation of its business at the premises to the extent reasonably practical from the standpoint of good business judgment during any period of reconstruction.

9. **MAINTENANCE OF AND IMPROVEMENTS TO PREMISES:**

(a) **Maintenance:** Except as otherwise provided herein, Tenant at its cost shall maintain the improvements and premises in good condition, normal wear and tear excepted. Landlord shall not have any responsibility for normal, day-to-day maintenance of the premises. Landlord shall be responsible for all water, heat and sewer maintenance expenses.

(b) **Improvements:** Landlord shall bear the sole burden and cost for any improvements as needed to configure the property as depicted in Exhibit A. Except as noted, Landlord shall not be responsible for any improvements to the premises. Tenant shall obtain written approval from Landlord before making any improvements to the premises, which approval shall not be unreasonably withheld. Tenant shall be responsible for obtaining any necessary permits for improvements they perform.

10. **LIABILITY:** Tenant shall be liable for and shall hold Landlord harmless from, all damages to any third party or to property, occurring in, on, or about the premises, arising from Tenant's occupation or use of the premises not covered by Landlord's insurance; except that Landlord shall be liable to Tenant and shall hold Tenant harmless from damages resulting from the acts or omissions of Landlord or its authorized representatives.

11. **DAMAGE OR DESTRUCTION:** In case any occurrence caused solely by an act or omission of Tenant results in damage or destruction to the improvements and or premises, Tenant shall at its sole cost and expense, whether or not such casualty loss is

covered by insurance and whether or to the insurance proceeds, if any, shall be sufficient for the purpose, restore, repair, replace or rebuild the same as nearly as possible to its value, condition and character immediately prior to such damage or destruction, including temporary repairs and work necessary to protect the premises from further injury and with such changes or alterations as may be made at Tenant's election. The restoration shall be commenced promptly and prosecuted with reasonable diligence, unavoidable delays excepted.

12. **DESTRUCTION:** If, during the term, the premises are totally or partially destroyed or damaged by a cause not occasioned solely by the act or default of Tenant, rendering the premises totally or partially inaccessible or unusable, Tenant shall have the option to terminate this lease, or to continue the lease with rentals to be fairly apportioned in accordance with the amount of the partial destruction, and/or to restore the premises to substantially the same condition as they were in immediately before destruction, whether or not the insurance proceeds are sufficient to cover the actual cost of restoration. If then existing laws do not permit the restoration, either party can terminate this lease immediately by giving notice to the other party.

The notice under this section shall be at least Ten (10) days' notice given not less than Thirty (30) nor more than Sixty (60) days after such destruction or damage; provided, however, that simultaneously with the giving of such notice of Tenant, or within Ten (10) days after Landlord shall have exercised its right to terminate this Lease, Tenant shall:

- (a) Pay or assign to Landlord such sums recoverable and due Landlord under the terms of the policies of insurance naming Landlord a loss payee as its interest may appear and covering the premises;
- (b) Pay to Landlord the base and additional rent for the period up to and including the termination date; and
- (c) Restore the surface of the land as nearly as possible to the same condition it was in at the inception of the Lease.

13. **ABATEMENT OR REDUCTION OF RENT:** Tenant will, during the term of this lease agreement, pay to Landlord the rent reserved in this Lease in the manner specified above, except in the event that all or any part of the demised premises shall be destroyed or damaged by fire or other cause not occasioned solely by the act or default of Tenant, and until the premises are repaired as stated above, the reserved rental is: (a) to cease if destruction is entire, or (b) to be fairly apportioned if partial.

14. **AWARD - DISTRIBUTION:** All awards and proceeds whether from insurance, condemnation or otherwise shall be allocated between Landlord and Tenant as their interests appear. Nothing contained in this lease shall affect or impair the rights of Landlord or Tenant to recover compensation for their interests taken or damages suffered by reason of any loss, taking, condemnation, or need to relocate.

15. **ASSIGNMENT, SUBLETTING AND ENCUMBERING:** Tenant shall not voluntarily assign or encumber its interest in this lease or in the premises, or sublease all or any part of the premises, or allow any other person or entity (except Tenant's authorized representatives) to occupy or use all or any part of the premises, without first obtaining Landlord's consent, which shall not be unreasonably withheld. Any assignment,

encumbrances, or sublease without Landlord's consent shall be voidable and, at Landlord's election, shall constitute a default. No consent to any assignment, encumbrance, or sublease shall constitute a further waiver of the provisions of this paragraph.

16. **INVOLUNTARY ASSIGNMENT:** No interest of Tenant in this Lease shall be assignable by operation of Law (including, without limitation, the transfer of this Lease by testacy or intestacy). Each of the following acts shall be considered an involuntary assignment:

(a) If Tenant is or becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, or institutes a proceeding under the Bankruptcy Act in which Tenant is the bankrupt;

(b) If a writ of attachment or execution is levied on this lease;

(c) If, in any proceeding or action to which Tenant is a party, a receiver is appointed with authority to take possession of the premises.

An involuntary assignment shall constitute a default by Tenant or Landlord, as the case may be, and the non-defaulting party shall have the right to elect to terminate this lease, in which case this lease shall not be treated as an asset of Tenant or Landlord, as the case may be.

17. **TENANT'S DEFAULT:** The occurrence of any of the following shall constitute a default by Tenant:

(a) Failure to pay rent within fifteen (15) days of when due.

(b) Abandonment of the premises (failure, without excuse, to occupy and operate the premises during the summer tourist season shall be deemed an abandonment).

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

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

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

19. **INTEREST ON UNPAID RENT:** Rent not paid when due shall bear interest at 5% per annum.

20. **SIGNS, ADVERTISING:** Tenant at its cost shall have the right to place, construct, and maintain signs on the premises. Any sign that Tenant has the right to place, construct, and maintain shall comply with all laws, and Tenant shall obtain any approval

required by such laws. Landlord makes no representation with respect to Tenant's ability to obtain such approval.

21. **LANDLORD'S ENTRY ON PREMISES:** Landlord and its authorized representative shall have the right to enter the premises at all reasonable times and after reasonable notice for any of the following purposes:

- (a) To determine whether the premises are in good condition and whether Tenant is complying with its obligations under this lease; and
- (b) To serve, post, or keep posted any notices required or allowed under the provisions of this lease.

22. **NOTICE:** Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party shall be addressed to the other party at the address set forth in the introductory paragraph of this lease. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within three (3) days from the time of mailing if mailed as provided in this paragraph.

23. **WAIVER:** The receipt and acceptance by Landlord of delinquent rent shall not constitute a waiver of any other default; it shall constitute only a waiver of timely payment for the particular rent payment involved.

No act or conduct of Landlord, including without limitation, the acceptance of the key to the premises, shall constitute an acceptance of the surrender of the premises by Tenant before the expiration of the term. Only a notice from Landlord to Tenant shall constitute acceptance of the surrender of the premises and accomplish a termination of the lease.

Either party's consent to or approval of any act by the other requiring such party's consent or approval shall not be deemed to waive or render unnecessary the consent to or approval of any subsequent act.

Any waiver by a party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of the lease.

24. **SURRENDER OF PREMISES; HOLDING OVER:** On expiration or termination of the term, Tenant shall surrender to Landlord the premises in good condition (except for ordinary wear and tear).

Landlord can elect to retain or dispose of in any manner any alterations or Tenant's personal property that Tenant does not remove from the premises on expiration or termination. The alterations or Tenant's personal property that Landlord elects to retain or dispose of shall vest in Landlord. Tenant waives all claims against Landlord for any damage to Tenant resulting from Landlord's costs for storing, removing, and disposing of any alterations or Tenant's personal property.

Landlord understands and approves tenant use for marijuana and marijuana products.  
AMCO Enforcement will be notified in the event it needs to be removed from the premises.

TF

If Tenant fails to surrender the premises to Landlord on expiration or termination of the term as required by this paragraph, Tenant shall hold Landlord harmless from all damages resulting from Tenant's failure to surrender the premises, including, without limitation, claims made by a succeeding tenant resulting from Tenant's failure to surrender the premises.

**25. MISCELLANEOUS PROVISIONS:**

(a) This lease contains the entire understanding of the parties hereto and cancels and supersedes all prior leases, understandings, agreements or undertakings of the parties with respect to the subject matter herein, and may be amended only by a written instrument executed by Landlord and Tenant.

(b) Invalidation of any one of these provisions by judgment or court order shall in no way affect any of the other provisions, which shall remain in full force and effect.

(c) This Lease shall be a contract made under, and shall be governed by and construed under, the laws of the State of Alaska. In case of any disagreement or action arising hereunder, the parties agree that jurisdiction shall be in the courts of the State of Alaska and agree venue shall be in Fairbanks.

(d) This Lease shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors and assigns.

(e) Time is of the essence in this Lease.

(f) The individuals signing this Lease represent that they have full authority to enter into this Lease on behalf of the respective parties, and to bind the entities which are parties hereto. No other or further authorizations are needed to make this agreement fully binding upon the parties hereto.

(g) Both Landlord and Tenant have had the benefit of the advice of counsel as to the terms and conditions contained herein. In case of any ambiguity, this Lease shall not be construed as against either party.

(h) All of the attorney's fees and legal costs incurred by the respective parties in negotiating and forming this lease shall be borne by the respective parties. All legal costs and attorneys fees actually incurred by any party to this lease to enforce any obligations of any other party under this lease shall be paid to the prevailing party by the other party and shall bear interest at the late rental interest rate.

LANDLORD:

TLZ Property, LLC

By: *Travis Fraser* TLZ property  
Travis Fraser

Its: *Managing Member*

TENANT:

Northlink, LLC

By: *[Signature]*

Its: *Managing member*







**RESOLUTION NO. 4768**

**A RESOLUTION ADOPTING A CITY OF FAIRBANKS  
DIVERSITY ACTION PLAN**

**WHEREAS**, on March 10, 2014, the City Council approved Ordinance No. 5939, as Amended, enacting FGC Sections 2-231 through 2-235 and creating a Fairbanks Diversity Council; and

**WHEREAS**, the Fairbanks Diversity Council began meeting in September of 2014 and meets regularly on the second Tuesday of each month; and

**WHEREAS**, one of the purposes of the Fairbanks Diversity Council is to draft and present to the City Council a Diversity Action Plan; and

**WHEREAS**, the Fairbanks Diversity Council held multiple strategic planning sessions, under the guidance of the Chief of Staff and, with the help of other City staff, drafted a Diversity Action Plan; and

**WHEREAS**, on October 11, 2016, the Fairbanks Diversity Council voted unanimously to adopt a City of Fairbanks Diversity Action Plan and recommends adoption of the Plan by the City Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS** that the attached City of Fairbanks *Diversity Action Plan* is hereby adopted and will be made available at the City's website, [www.fairbanksalaska.us](http://www.fairbanksalaska.us). The Plan may be amended by resolution of the City Council.

**PASSED and APPROVED** this \_\_\_\_ day of \_\_\_\_\_ 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 DIVERSITY ACTION PLAN (AMENDED)

Goal	Tasks	Desired Results	Responsibility	By When?
<b>1. Internal City Processes.</b> Review internal City processes such as hiring, promotions and recruiting. Provide guidance and training to senior staff on how to improve workforce diversity and ultimately, hire and promote a qualified and diverse workforce that benefits all City stakeholders.	<b>Required – Develop 5-year Diversity Action Plan (DAP)</b> as directed by City Ordinance 5939.	DAP will: 1. Increase the capacity of the City to perform key primary mission, and 2. Provide EEO and diversity related guidance to the Fairbanks City Council and Fairbanks North Star Borough Assembly, and 3. Create a workforce reflective of the community we serve.	Mayor’s Office	Complete
	Conduct and review City of Fairbanks employee EEO survey and demographics data. Suggest benchmark EEO and diversity goals. Continue increased efforts to encourage diversity in the applicant pool. Annually results will be reflected in the data collected, specifically in the areas of recruitment and retention.	Thorough analysis of the City's current EEO and diversity composition and recommendations of EEO and diversity performance goals that reflect the Fairbanks community.	Diversity Council  Mayor’s Office	End of the Year Data  Ongoing
	<del>Form a screening committee for City of Fairbanks jobs interviews. Screening committee will appoint FDC members</del> <b>will be invited</b> to participate in all <b>key (public safety and supervisory)</b> City of Fairbanks employment interviews.	Community stakeholders to ensure hiring managers are aware of and engaged in diversity related issues before hiring decision is made.	Diversity Council  Human Resources	Ongoing
	Review City of Fairbanks recruitment and promotion practices, to include application forms, recruiting sites, interview practices, applicant screening and all internal processes related to recruitment and promotion of City Staff. Prepare report and suggested changes.	Tangible suggestions to improve and overcome barriers to the City's recruiting, hiring and promotion practices as they relate to a more diverse workforce.	Diversity Council  Human Resources	A presentation will be scheduled for a complete overview
	<b><u>Work with Human Resources to develop a City-wide diversity employment plan and a training curriculum for awareness of the importance and inclusion of diverse groups in our community. Periodically review training given to all employees.</u></b>	<b><u>Improve workforce diversity through hiring and promotion of qualified and diverse employees</u></b>	<b><u>Diversity Council</u></b>  <b><u>Human Resources</u></b>	<b><u>Ongoing</u></b>

## CITY OF FAIRBANKS DIVERSITY ACTION PLAN (AMENDED)

Goal	Tasks	Desired Results	Responsibility	By When?
<b>2. Financial Resources.</b> Ensure sufficient resources are available to implement DAP	Seek out and engage community partners who can provide expertise and resources	Ensure facilities and staff resources are available to implement DAP	Mayor's Office  FDC Members	In progress
	Create a proposed budget for expenses related to promotions and outreach activities; funds to <del>be allocated by the Fairbanks City Council to the Mayor's Community Promotions budget</del> be identified through grants and community fund raising.	<del>Appropriately fund FDC activities where in-kind and in-house expertise is not available</del> are supported as funding is made available.	Mayor's Office	Ongoing  2015 funds were approved in the annual City Budget

## CITY OF FAIRBANKS DIVERSITY ACTION PLAN (AMENDED)

Goal	Tasks	Desired Results	Responsibility	By When?
<b>3. Internal City Policies and Procedures.</b> City of Fairbanks Internal Policies and Procedures will work to create greater diversity among the workforce. Monitor changes to City Policies and Procedures that are relevant to achieving greater diversity and consistent with the DAP.	Establish workgroup or committee to review internal City policies and procedures and identify barriers to achieving greater diversity and consistent with the DAP.  Work with the Chief of Staff to review the current policies.	Ensure City of Fairbanks internal policies and procedures are equitable.  Chief of Staff is currently updating and accounting for all City Policies. These documents will be collected in a City Policy Manual.	Policy & Procedure Committee  Mayor's Office	Ongoing  Committee formed and reviewing hiring procedures
	Review City of Fairbanks Affirmative Action Plan. <b>Update Offer recommended changes</b> as needed and integrate into internal City of Fairbanks operations related to recruitment, promotion and retention of staff	Assess diversity progress at the City of Fairbanks.	Diversity Council Mayor's Office	Summer 2016 – HR will present the approved plan to the FDC

## CITY OF FAIRBANKS DIVERSITY ACTION PLAN (AMENDED)

Goal	Tasks	Desired Results	Responsibility	By When?
<b>4. Education and Training.</b> Provide multi-tiered and on-going strategic and collaborative education and outreach to the City of Fairbanks leaders, staff and residents.	<b>Required – Review State, Local, National Diversity Council Work</b> as directed by City Ordinance 5939.	Educate FDC on ways other communities have implemented DAPs, to include efforts toward continuous and comprehensive diversity education.	Mayor’s Office	Complete
	<b>Required – Provide Reports and Recommendations to City Council</b> as directed by City Ordinance 5939. City staff will provide initial training and education to FDC members on methods of governance and communication to the Fairbanks City Council.	Ensure FDC can effectively and efficiently communicate observations and recommendations to the City Council for consideration of adoption.	Edu/Outreach/Media /Communications Committee  Mayor’s Office	Ongoing
	<b>Required – Assist with Accessibility Issues</b> as directed by City Ordinance 5939. Form committee to assess and examine common barriers to equal accessibility, examine public policy and practice issues that lead to inequities in accessibility, and provide recommendations to City leaders and staff.	Ensure continuous improvement and awareness of accessibility and access barriers.	Accessibility Committee  City Engineer’s Office  <b>City Building Department</b>	Ongoing  Committee Formed, ongoing meetings
	Implement current events discussions and calendar and declare a 'diversity topic of the month for FDC meetings	Continuous and comprehensive education on diversity.	Edu/Outreach/Media /Communications Committee	Ongoing
	Develop and maintain collaborative partnerships with other groups and jointly conduct recurring diversity awareness training and discussion for City Council members and City staff.	Ensure staff at all levels of the organization understands principles of diversity leadership and are considerate of EEO principles, biases and discrimination.	Human Resources  FDC Committees	Ongoing
	Provide periodic updates to the Fairbanks City Council and Borough Assembly	Strengthen communications and provide and receive direction	Diversity Council	Ongoing

## CITY OF FAIRBANKS DIVERSITY ACTION PLAN (AMENDED)

Goal	Tasks	Desired Results	Responsibility	By When?
<b>5. Community Outreach.</b> Raise the profile and awareness of diversity in the Fairbanks Community in order to foster a safe and trusted voice and venue for the Fairbanks community.	<b>Required – Plan, develop &amp; implement Public Awareness Plans</b> as directed by City Ordinance 5939. Create a procedure on how committee will handle public input.	Procedure: Verbal concerns, feedback or written concerns shared with DC members and direct public input/concerns submitted to the city clerk will be distributed by clerk to all DC members	Policy & Procedure Committee  City Clerk  All FDC Members	Procedure Complete  Process Ongoing
	<b>Required - Provide citizen forum</b> as directed by City Ordinance 5939. The FDC will provide two public comment periods at FDC meetings. Increase public awareness of meetings and FDC.	A safe and trusted voice and venue for the community.	FDC Members  City Clerk	Ongoing
	The FDC will develop active and continuously monitored communications aimed at interconnecting different groups. Possible media tools to be used are: TV, radio, social media, web pages and email.	Raise community awareness of the importance of acceptance and inclusion of diverse groups in our community	Edu/Outreach/Media /Communications Committee & City PIO	Ongoing
	Survey public to find most effective outreach communication methods.	Raise community awareness of diversity issues.	Edu/Outreach/Media /Communications Committee & City PIO	Not started
	FDC will identify key community leaders and extend invitations to speak at FDC and Fairbanks City Council meetings and other community events on topics of interest.	Diversity issues are shared in deliberate manner with community leaders, youth and stakeholders. Encourage leaders to spread message(s) in their organizations and circle of influence.	Edu/Outreach/Media /Communications Committee  Mayor’s Office	Ongoing
	FDC representation at local events and activities	Presence at local events such as but not limited to: Juneteenth, WEIO, Intertribal PowWow, Golden Days, International Friendship Day, AFN, MLK, Festival of Native Arts	FDC Members	Ongoing
	Identify and utilize FDC member liaisons with diverse community groups	Increase communication and awareness between FDC and diverse community groups	FDC Members	Ongoing
	Periodically hold moderated Courageous Conversations and other public forums	Gauge public concerns	Diversity Council	Ongoing
	Encourage interested community members to apply for appointment to the FDC	Maintain full, active membership on the FDC	FDC and Mayor	Ongoing

## CITY OF FAIRBANKS DIVERSITY ACTION PLAN (AMENDED)

Goal	Tasks	Desired Results	Responsibility	By When?
<b>6. Diversity Promotion.</b> Promote diversity related activities in the Fairbanks community in order to increase cross-cultural community involvement.	Actively support Fairbanks Police Department's community oriented policing (COP) initiative by being present at COP events and endorsing the COP initiative at every opportunity. FDC will submit Resolution of support to the Fairbanks City Council.	FDC demonstrates support and implementation of Community Oriented Policing effort.	Diversity Council  Police Chief	Ongoing support  Resolution approved 9/13/16
	Identify opportunities to promote FDC message and talking points at open venues such as City Council and Assembly meetings, School Board Meetings and Corporate Share Holder Meetings.	FDC issues and priorities are shared in deliberate manner with community stakeholders. Promote diversity messages and current initiatives to wider, cross-cultural audience.	Edu/Outreach/Media /Communications Committee & City PIO	In progress
	Develop partnerships with external agencies in order to motivate people of different and diverse backgrounds to apply for positions at the City of Fairbanks.	The City of Fairbanks will reach a more diverse pool of prospective applicants who are interested in public service. City workforce diversity will be more reflective of the community. Monthly HR updates	Mayor's Office  Human Resources	Ongoing
	Implement or promote a Fairbanks-wide diversity day celebration.	Improve public awareness of diversity and diversity related issues.	Edu/Outreach/Media /Communications Committee	Ongoing
	Plan and host a community wide diversity forum event/Courageous Conversations	Improve public awareness of diversity and diversity related issues.	Edu/Outreach/Media /Communications Committee	Ongoing
	Recognize local work places that promote diversity. Recognition will be based on objective criteria. Recognition will come from nominations by other organizations and work places and will be reviewed by a committee of the FDC.	Improve public awareness of diversity and diversity related issues.	Diversity Council	Not started  Ongoing
	FDC members <b>will be invited to participate in all key (public safety and supervisory) City of Fairbanks employment interviews.</b>	Increased diverse pool of employees and/or employees having greater awareness of diversity issues	FDC members  Human Resources	Ongoing



# CITY OF FAIRBANKS DIVERSITY ACTION PLAN (AMENDED)

## **FDC Committees:**

### **Education & Outreach / Media & Communications Committee** (Trina, Jeff, Shirley, Jo Ann, Angela, Ana, Rosalind, Travis)

Objectives: Build awareness of Diversity Council activities and concerns with community, employees and City Council; Develop communications plan and work with FDC committees to communicate key messages to all City stakeholders

### **Policy & Procedure Committee** (Shirley, Rita, Doug, Jo Ann, June, Kelvin, Marna)

Objectives: Review City-wide policies and procedures and pending legislation to ensure welcoming and inclusive language. Review City of Fairbanks Ordinances and Resolutions while in legislative process and provide comment and guidance regarding diversity related issues to the City Council and City staff.

### **Accessibility Committee** (Doug, Ana, Jo Ann, Jeff, Rita, Montean, Amber)

Objectives: Develop continuous improvement and awareness of accessibility and access barriers in the City.

**RESOLUTION NO. 4782**

**A RESOLUTION AUTHORIZING THE CITY OF FAIRBANKS TO ACCEPT FUNDS FROM THE AMLJIA BALLISTIC VEST REIMBURSEMENT PROGRAM**

**WHEREAS**, the City of Fairbanks has been notified by the Alaska Municipal League Joint Insurance Association that the City is eligible for funding for reimbursement of ballistic vest purchases; and

**WHEREAS**, the City of Fairbanks has a policy that all Fairbanks Police Officers must wear ballistic vests; and

**WHEREAS**, the Ballistic Vest Reimbursement Program provides up to 50% of the retail cost for ballistic vests; and

**WHEREAS**, the City of Fairbanks is eligible to receive funds to supplement the purchase of vests.

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

**PASSED and APPROVED this 20th Day of March 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: 4782

Abbreviated Title: FY17 AML BALLISTIC VEST REIMBURSEMENT PROGRAM

Department(s): POLICE 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:**

<b>PROJECTS:</b>	<b>Equipment</b>	<b>Contracts</b>	<b>Personnel</b>	<b>Total</b>
Ballistic Vests (8 vests @ \$1,100)	\$8,800			\$8,800
Tactical Vests (12 vests @ \$3,500)	\$42,000			\$42,000
				\$0
				\$0
				\$0
				\$0
<b>TOTAL</b>	<b>\$50,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,800</b>

<b>FUNDING SOURCE:</b>	<b>Equipment</b>	<b>Contracts</b>	<b>Personnel</b>	<b>Total</b>
Alaska Municipal League	\$25,400			\$25,400
City of Fairbanks (General Fund)	\$21,000			\$21,000
DOJ Reimbursement plan	\$4,400			\$4,400
<b>TOTAL</b>	<b>\$50,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,800</b>

The City does not anticipate additional costs associated with this project.

Reviewed by Finance Department: Initial cp Date 3/6/2017

**RESOLUTION NO. 4783**

**A RESOLUTION AUTHORIZING EXECUTION OF A MAINTENANCE AGREEMENT FOR 3RD STREET IN EXCHANGE FOR LOCAL MATCHING FUNDS FOR THE MINNIE STREET UPGRADE PROJECT**

**WHEREAS**, the Alaska Department of Transportation & Public Facilities (“DOT&PF”) has offered to pay the City’s local match contribution for the Minnie Street Upgrade Project in exchange for assuming maintenance responsibilities for 3rd Street from the Old Steese Highway to Hamilton Avenue; and

**WHEREAS**, the City currently maintains Minnie Street, and the DOT&PF currently maintains 3rd Street; and

**WHEREAS**, the DOT&PF has been tasked by the legislature to contract out road maintenance activities with private entities and local governments where possible to save the State money and resources; and

**WHEREAS**, the Minnie Street Upgrade Project is currently estimated at \$14,874,600 and is federally funded with a City required local match contribution of \$857,259; and

**WHEREAS**, the Project will reconstruct Minnie Street from Illinois Street to the Old Steese Highway intersection, including replacement of the bridge over Noyes Slough; and

**WHEREAS**, assuming maintenance responsibilities for 3rd Street is estimated to cost the City up to \$40,000 per year; and

**WHEREAS**, the City and DOT&PF believe this exchange is a win-win for both parties.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council that the Mayor is authorized to execute any and all documents required for executing a match and maintenance agreement on behalf of the City for 3rd Street and the Minnie Street Upgrade Project.

**PASSED and APPROVED this 20th Day of March 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: 4783

Abbreviated Title: MAINTENACE AGREEMENT FOR 3RD ST IN EXCHANGE FOR MINNIE ST MATCH

Department(s): ENGINEERING

Does the adoption of this ordinance or resolution authorize:

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

2) additional support or maintenance costs? Yes  X  No

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)

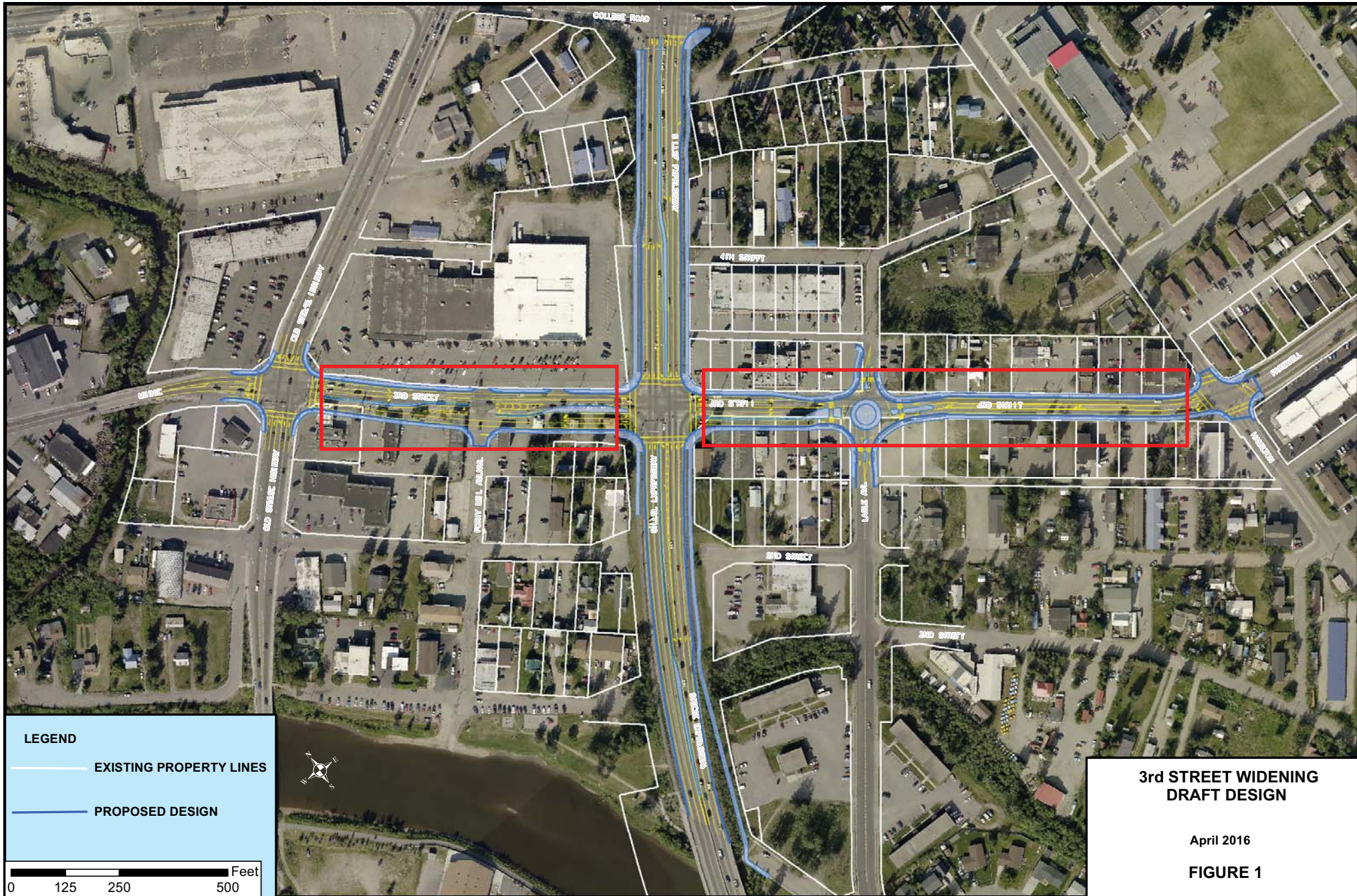
**II. FINANCIAL DETAIL:**

PROJECTS:	2017	2018	2019-2038	Total
Third St Maintenance	\$20,000	\$40,000	\$797,259	\$857,259
				\$0
				\$0
				\$0
				\$0
				\$0
<b>TOTAL</b>	<b>\$20,000</b>	<b>\$40,000</b>	<b>\$797,259</b>	<b>\$857,259</b>

FUNDING SOURCE:	2017	2018	2019-2038	Total
General Fund increase to Public Works Annual Budget	\$20,000	\$40,000	\$797,259	\$857,259
				\$0
				\$0
<b>TOTAL</b>	<b>\$20,000</b>	<b>\$40,000</b>	<b>\$797,259</b>	<b>\$857,259</b>

The City anticipates increased maintenance costs associated with this project of \$40,000 per year. This cost will be in perpetuity. The City will receive \$857,259 in match for the Minnie Street Upgrade project from the DOT in return for taking over maintenance on Third St. This match savings will cover the maintenance payments for 21.43 years. The City will then be responsible for those maintenance costs after year 2038.

Reviewed by Finance Department: Initial  cp  Date  3/14/2017





THE STATE  
of ALASKA

GOVERNOR BILL WALKER

Department of Transportation and  
Public Facilities

NORTHERN REGION  
Director's Office

2301 PEGER ROAD  
FAIRBANKS, ALASKA 99709-5316  
Main: 907-451-2210  
TDD: 907-451-2363  
Fax: 907-451-2333  
www.dot.state.ak.us

March 8, 2017

Mayor Jim Matherly  
City Hall  
800 Cushman Street  
Fairbanks, Alaska, 99701

Mayor Matherly,

The Department of Transportation and Public Facilities (DOT&PF) has been tasked through legislative intent language in the 2017 Operating Budget to “*contract with private entities, municipalities or organized boroughs when the State will save money and resources for general road maintenance including snow removal, street sweeping, temporary pot-hole repair, minor signage and road marker maintenance, and other minor road maintenance as needed.*” The DOT&PF Northern Region has identified 3<sup>rd</sup> Street maintenance and operations as a win for both parties meeting this intent language.

The current FMATS Transportation Improvement Plan (TIP) estimate for the Minnie Street project is \$14,424,000.00 for all phases of the project and includes the Minnie Street Planning and Environmental Linkage Study. Due to the functional class of Minnie Street, the City of Fairbanks is required to provide 50% of the local match at a rate of 9.03%. Based on the current estimate, the City of Fairbanks will be responsible for approximately \$720,000.00 plus contingencies.

The State of Alaska will provide the local match requirement for the City of Fairbanks Minnie Street Project through a local match agreement if the City of Fairbanks commits to accepting management and maintenance responsibilities for 3<sup>rd</sup> Street from Minnie Street to the Farewell / Hamilton Intersection. In its current condition, the annual estimated cost to manage and maintain 3<sup>rd</sup> Street is \$32,000.00.

Once the City of Fairbanks provides an updated estimate for the Minnie Street project, the DOT&PF will execute a local match agreement and maintenance agreement for Minnie Street.

*“Keep Alaska Moving through service and infrastructure.”*

The Department and FMATS would like to start the Minnie Street project as soon as possible. We ask for your response to this proposal by March 17, 2017 if possible.

As you are aware, the State of Alaska is faced with fiscal challenges and the DOT&PF is working hard to identify efficiencies. At the same time, we recognize the challenges faced by local governments and work hard to avoid additional burdens or costs. The DOT&PF has always worked efficiently and effectively with the City of Fairbanks through our combined maintenance efforts across the City of Fairbanks and looks forward to continuing this practice. Please let me know if you have questions or concerns at 451-2210.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan Anderson", with a long horizontal flourish extending to the right.

Ryan F. Anderson, P.E.  
Regional Director



Phase	FFY	ESTIMATED PHASE NEEDS (TOTAL \$)	COF 4.52% MATCH REQUIRED	COF MATCH CONTINGENCY REQUIRED**	COF Match Subtotal by Phase	ADOT&PF 4.52% MATCH REQUIRED	TOTAL MATCH CONTRIBUTED
9	2017	\$600,000	\$27,090	\$13,545	\$40,635	\$27,090	\$67,725
2	2019	\$974,600	\$44,003	\$22,002	\$66,005	\$44,003	\$110,008
2	2020	\$1,300,000	\$58,695	\$29,348	\$88,043	\$58,695	\$146,738
3	2021	\$1,500,000	\$67,725	\$33,863	\$101,588	\$67,725	\$169,313
7	2021	\$1,000,000	\$45,150	\$22,575	\$67,725	\$45,150	\$112,875
4	2022	\$9,500,000	\$428,925	\$64,339	\$493,264	\$428,925	\$922,189
<b>Total</b>		<b>\$14,874,600</b>	<b>\$671,588</b>	<b>\$100,738</b>	<b>\$857,259</b>	<b>\$671,588</b>	<b>\$1,528,847</b>
** 50% Contingency required for Phase 2-Design, Phase 3-ROW, Phase 7-Utilities, & Phase 9-Survey/Planning. 15% Contingency required for Phase 4-Construction.							

**RESOLUTION NO. 4784**

**A RESOLUTION AUTHORIZING MATCHING FUNDS AND  
EXECUTION OF A MAINTENANCE AGREEMENT FOR THE  
MINNIE STREET UPGRADE PROJECT**

**WHEREAS**, the Minnie Street Upgrade Project (“Project”) has been approved for funding by the local Metropolitan Planning Organization (“MPO”), also known as Fairbanks Metropolitan Area Transportation System (“FMATS”); and

**WHEREAS**, the Project will reconstruct Minnie Street from Illinois Street to the Old Steese Highway intersection, including replacement of the bridge over Noyes Slough; and

**WHEREAS**, Minnie Street is currently maintained by the City and will continue to be maintained by the City after construction; and

**WHEREAS**, the Project cost is currently estimated at \$14,874,600 with a City required match contribution of \$857,259; and

**WHEREAS**, only payment of the match for the planning study and survey phase of the project is required at this time; and

**WHEREAS**, the match required for this phase of the Project is \$40,635 and was approved as a Capital Fund expenditure in the 2017 budget.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council that the Mayor is authorized to execute any and all documents required for expending funds and accepting the maintenance agreement on behalf of the City for the Minnie Street Upgrade Project.

**PASSED and APPROVED this 20th Day of March 2017.**

---

**Jim Matherly, City Mayor**

AYES:  
NAYS:  
ABSENT:  
APPROVED:

ATTEST:

APPROVED AS TO FORM:

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D. Danyielle Snider, CMC, City Clerk

---

Paul J. Ewers, City Attorney

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

**I. REQUEST:**

Ordinance or Resolution No: 4784

Abbreviated Title: MATCHING FUNDS & MAINTENANCE AGREEMENT FOR MINNIE STREET UPGRADE

Department(s): ENGINEERING

Does the adoption of this ordinance or resolution authorize:

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

2) additional support or maintenance costs? Yes   X   No       

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:	2017	2019-2020	2021-2022	Total
Minnie Street Upgrade Project Match	\$40,635	\$154,048	\$662,576	\$857,259
				\$0
				\$0
				\$0
				\$0
<b>TOTAL</b>	<b>\$40,635</b>	<b>\$154,048</b>	<b>\$662,576</b>	<b>\$857,259</b>

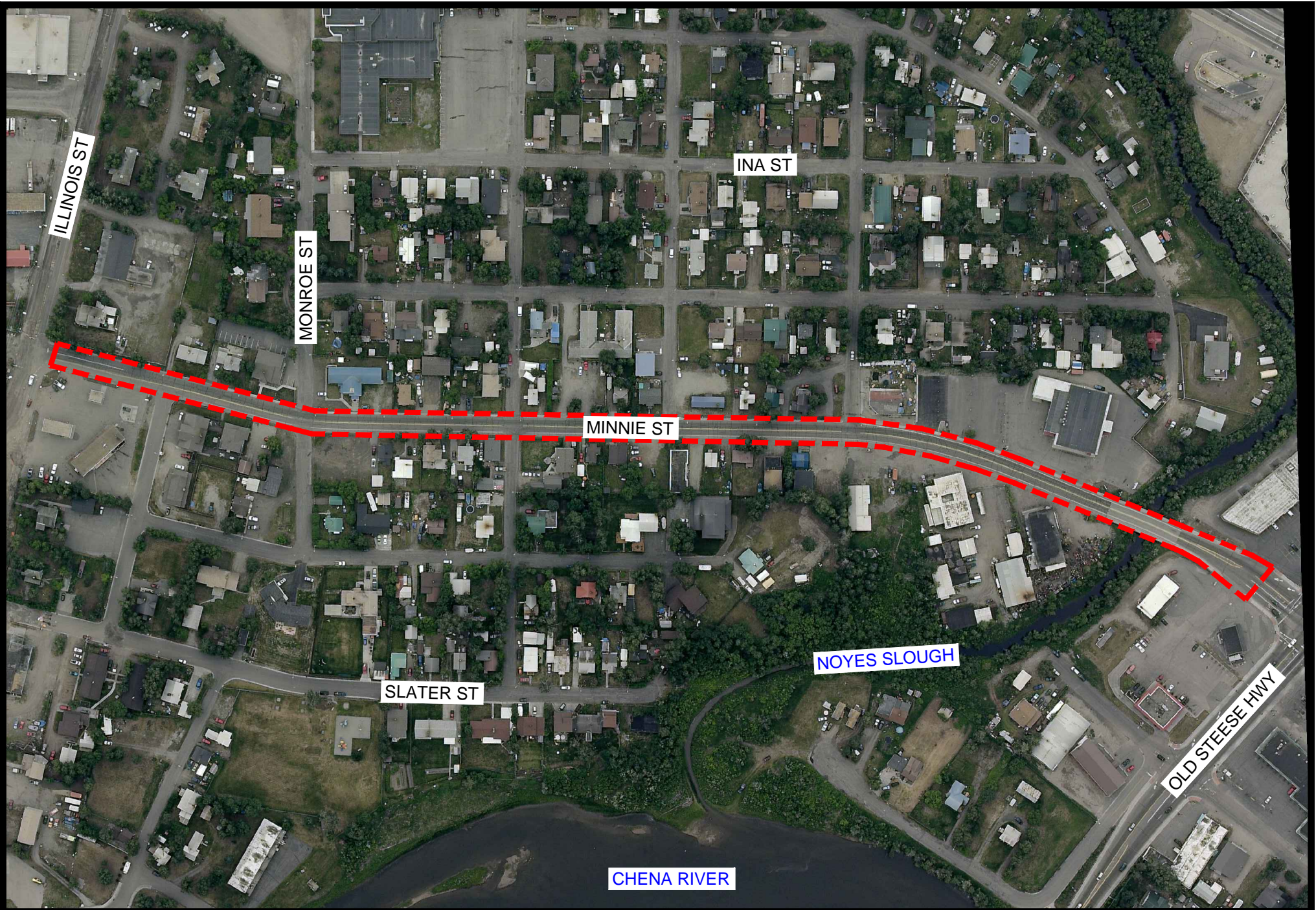
FUNDING SOURCE:	2017	2019-2020	2021-2022	Total
Capital Fund - Currently in 2017 Capital Budget	\$40,635			\$40,635
Future commitment of Capital Funds		\$154,048	\$662,576	\$816,624
				\$0
<b>TOTAL</b>	<b>\$40,635</b>	<b>\$154,048</b>	<b>\$662,576</b>	<b>\$857,259</b>

The City does not anticipate additional costs associated with this project as the City currently maintains Minnie Street. While the 2017 match was included in the Budget, additional matching funds of \$816,624 still need to be committed in the Capital Fund for 2019 through 2022 as follows: 2019 - \$66,005, 2020 - \$88,043, 2021 - \$169,313, 2022 - \$493,263.

Reviewed by Finance Department:

Initial   cp  

Date   3/14/2017



# Minnie Street Upgrade

**Memorandum of Agreement  
for the  
Local Match Contribution  
for the  
Minnie Street Upgrade Project  
(for the Planning and Environmental Linkage Study and Survey Work)**

**IRIS # TBD  
Between**

**The State of Alaska Department of Transportation and Public Facilities (ADOT&PF)  
and**

**The City of Fairbanks (COF)**

**Local Match Contribution**

The City of Fairbanks (COF) hereby agrees to provide forty thousand six hundred thirty five dollars (\$40,635.00) to the State of Alaska Department of Transportation and Public Facilities (ADOT&PF) to fulfill the COF share of the local match contribution required for the Planning and Environmental Linkage Study and the Survey for the Minnie Street Upgrade project. The local contribution shall be lump sum payments made by the COF to ADOT&PF for each project phase prior to obligation of Federal funds for that phase of the project. The funding schedule is provided below.

This project is part of the Minnie Street Upgrade project currently listed in the FMATS 2017 – 2020 TIP.

The local match for this project is based on the amount of matching funds required for federal-aid highway funding for the estimated planning phase cost within the COF totaling \$600,000.00. The local match percentage is 9.03%. Based on the street functional classification of urban collector, the matching fund requirement will be shared equally by the COF and ADOT&PF. The match also includes a 50% planning contingency for a sum of \$40,635.00. **The total local match contribution due from the COF for the planning phase of this project is \$40,635.**

The ADOT&PF and the COF will execute an amendment to this Memorandum of Agreement (MOA) if changes are needed to the scope, schedule and budget. The COF will be required to provide additional match funds associated with an increased budget. Upon project completion and final project closeout, if the final cost is less than the current estimated total cost, the local contribution will be recalculated and any excess local cash contribution will be refunded to the COF.

*“Keep Alaska Moving through service and infrastructure.”*

ADOT&PF hereby agrees to start this project in accordance with the following project description and schedule:

**Project Description:**

Conduct a PEL Study to ultimately define the scope and design elements of the project, including a right of way survey.

**Schedule:**

This project is scheduled for obligation of funds as follows:

Phase	FFY	ESTIMATED PHASE NEEDS (TOTAL \$)	COF 4.52% MATCH REQUIRED	COF MATCH CONTINGENCY REQUIRED**	COF Match Subtotal by Phase	ADOT&PF 4.52% MATCH REQUIRED	TOTAL MATCH CONTRIBUTED
9	2017	\$600,000	\$27,090	\$13,545	\$40,635	\$27,090	\$67,725
<b>Total</b>		<b>\$600,000</b>	\$27,090	\$4,064	<b>\$40,635</b>	<b>\$27,090</b>	\$67,725
** 50% Contingency required for Phase 2-Design, Phase 3-ROW, Phase 7-Utilities, and Phase 9-Planning. 15% Contingency required for Phase 4-Construction.							

(Note: This estimate is based on the FMATS TIP. The ADOT&PF will update these estimates prior to execution of the agreement if needed.)

ADOT&PF may modify this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and federal level. The COF and the ADOT&PF may amend this agreement by mutual consent.

\_\_\_\_\_  
 Ryan F. Anderson, P.E., Northern Region Director  
 Alaska Department of Transportation & Public Facilities

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Jim Matherly, Mayor  
 City of Fairbanks

\_\_\_\_\_  
 Date

*“Keep Alaska Moving through service and infrastructure.”*

Phase	FFY	ESTIMATED PHASE NEEDS (TOTAL \$)	COF 4.52% MATCH REQUIRED	COF MATCH CONTINGENCY REQUIRED**	COF Match Subtotal by Phase	ADOT&PF 4.52% MATCH REQUIRED	TOTAL MATCH CONTRIBUTED
9	2017	\$600,000	\$27,090	\$13,545	\$40,635	\$27,090	\$67,725
2	2019	\$974,600	\$44,003	\$22,002	\$66,005	\$44,003	\$110,008
2	2020	\$1,300,000	\$58,695	\$29,348	\$88,043	\$58,695	\$146,738
3	2021	\$1,500,000	\$67,725	\$33,863	\$101,588	\$67,725	\$169,313
7	2021	\$1,000,000	\$45,150	\$22,575	\$67,725	\$45,150	\$112,875
4	2022	\$9,500,000	\$428,925	\$64,339	\$493,264	\$428,925	\$922,189
<b>Total</b>		<b>\$14,874,600</b>	<b>\$671,588</b>	<b>\$100,738</b>	<b>\$857,259</b>	<b>\$671,588</b>	<b>\$1,528,847</b>
** 50% Contingency required for Phase 2-Design, Phase 3-ROW, Phase 7-Utilities, & Phase 9-Survey/Planning. 15% Contingency required for Phase 4-Construction.							

**RESOLUTION NO. 4785**

**A RESOLUTION IN SUPPORT OF HB 127, AN ACT RELATING TO  
PERMANENT FUND DIVIDENDS FOR AN INDIVIDUAL WHOSE  
CONVICTION HAS BEEN VACATED, REVERSED, OR DISMISSED**

**WHEREAS**, House Bill 127 would allow individuals who were ineligible to receive a permanent fund dividend under AS 43.23.005(d) to become eligible for such permanent fund dividend if the individual's conviction is vacated or reversed and the charges on which the conviction was based are later dismissed or the individual is retried and found not guilty; and

**WHEREAS**, such individuals, as residents of Alaska, would have otherwise been eligible to receive a permanent fund dividend but for the criminal conviction; and

**WHEREAS**, such individuals often will have been incarcerated for a substantial period of time, and payment of past permanent fund dividends will aid them in successfully transitioning to civilian life; and

**WHEREAS**, HB 127 is based on the concept of fundamental fairness toward such individuals.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council that the City Council supports passage of HB 127.

**PASSED and APPROVED this 20th Day of March 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



**HOUSE BILL NO. 127**

IN THE LEGISLATURE OF THE STATE OF ALASKA

THIRTIETH LEGISLATURE - FIRST SESSION

**BY REPRESENTATIVES KAWASAKI, Tuck, Kreiss-Tomkins, LeDoux**

**Introduced: 2/15/17**

**Referred: State Affairs, Finance**

**A BILL**

**FOR AN ACT ENTITLED**

1 **"An Act relating to a permanent fund dividend for an individual whose conviction has**  
2 **been vacated, reversed, or dismissed; and relating to the calculation of the value of the**  
3 **permanent fund dividend by including payment to individuals eligible for a permanent**  
4 **fund dividend because of a conviction that has been vacated, reversed, or dismissed."**

5 **BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:**

6 \* **Section 1.** AS 43.23.005 is amended by adding new subsections to read:

7 (i) An individual who was ineligible to receive a permanent fund dividend for  
8 a dividend year under (d) of this section because of a conviction is eligible to receive  
9 the permanent fund dividend for each year the individual was ineligible if the  
10 individual's conviction is vacated or reversed, and

11 (1) the charges on which the conviction was based are later dismissed;

12 or

13 (2) the individual is retried and found not guilty.

14 (j) To receive a permanent fund dividend under (i) of this section, the

1 individual shall apply for the permanent fund dividend not later than 120 days after the  
2 dismissal or not guilty finding under (i) of this section.

3 \* **Sec. 2.** AS 43.23.025(a) is amended to read:

4 (a) By October 1 of each year, the commissioner shall determine the value of  
5 each permanent fund dividend for that year by

6 (1) determining the total amount available for dividend payments,  
7 which equals

8 (A) the amount of income of the Alaska permanent fund  
9 transferred to the dividend fund under AS 37.13.145(b) during the current year;

10 (B) plus the unexpended and unobligated balances of prior  
11 fiscal year appropriations that lapse into the dividend fund under  
12 AS 43.23.045(d);

13 (C) less the amount necessary to pay prior year dividends from  
14 the dividend fund in the current year under AS 43.23.005(h) **and (i)**,  
15 43.23.021, and 43.23.055(3) and (7);

16 (D) less the amount necessary to pay dividends from the  
17 dividend fund due to eligible applicants who, as determined by the department,  
18 filed for a previous year's dividend by the filing deadline but who were not  
19 included in a previous year's dividend computation;

20 (E) less appropriations from the dividend fund during the  
21 current year, including amounts to pay costs of administering the dividend  
22 program and the hold harmless provisions of AS 43.23.075;

23 (2) determining the number of individuals eligible to receive a  
24 dividend payment for the current year and the number of estates and successors  
25 eligible to receive a dividend payment for the current year under AS 43.23.005(h); and

26 (3) dividing the amount determined under (1) of this subsection by the  
27 amount determined under (2) of this subsection.

28 \* **Sec. 3.** The uncodified law of the State of Alaska is amended by adding a new section to  
29 read:

30 **TRANSITION.** Notwithstanding the time limit for applying for a permanent fund  
31 dividend under AS 43.23.005(j), added by sec. 1 of this Act, an individual who is eligible

1 under AS 43.23.005(i), added by sec. 1 of this Act, and whose dismissal or not guilty finding  
2 occurred before the effective date of this Act, shall apply for a permanent fund dividend under  
3 AS 43.23.005(j), added by sec. 1 of this Act, not later than 120 days after the effective date of  
4 this Act.

**ORDINANCE NO. 6043**

**AN ORDINANCE TO AMEND FAIRBANKS GENERAL CODE  
CHAPTER 2, ARTICLE VIII, FINANCIAL DISCLOSURE**

**WHEREAS**, City voters approved Proposition 3 on October 6, 2009, exempting City candidates for elective office from the Alaska public officials financial disclosure law; and

**WHEREAS**, prior to ratification of Proposition 3, the City Council passed Ordinance No. 5788 which adopted the City's own public officials financial disclosure requirements, Fairbanks General Code Sec. 2-900 through 2-905; and

**WHEREAS**, FGC Section 2-901(b) requires that all candidates running for City elective office must file a candidate financial disclosure statement at the time of filing a declaration of candidacy; and

**WHEREAS**, it is redundant for incumbent candidates to file a financial disclosure statement at the time of filing a declaration of candidacy if they filed a financial disclosure statement with the city clerk during the same calendar year, covering the same financial reporting period.

**NOW THEREFORE, BE IT ENACTED by the City Council of the City of Fairbanks, Alaska, as follows:**

**Section 1.** FGC Section 2-901, Report of financial and business interests is amended as follows [new text in **underlined bold** font; deleted text in ~~striketrough~~ font]:

Sec. 2-901. – Report of financial and business interests.

(a) The mayor and councilmembers shall file a statement, under oath, with the city clerk within 30 days after appointment to office specifying their business interests and income sources, and shall file a similar statement of income sources and business interests with the city clerk not later than March 15 of each year that they hold office.

(b) A candidate for elective municipal office shall file a statement, under oath, with the city clerk at the time of filing a ~~nominating petition and~~ declaration of candidacy, specifying the candidate's business interest and income sources. **Incumbent candidates are not required to file a financial disclosure statement when declaring candidacy if they filed a financial disclosure statement with the city clerk during the same calendar year.**

**Section 2.** That the effective date of this ordinance is the \_\_\_ day of April 2017.

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Jim Matherly, City Mayor

YEAS:  
NAYS:  
ABSENT:  
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

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D. Danyielle Snider, CMC, City Clerk

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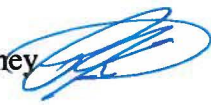
Paul Ewers, City Attorney

**City of Fairbanks**

**From the  
Office of the City Attorney**

## **MEMORANDUM**

**TO:** Mayor and Council

**FROM:** Paul Ewers, City Attorney 

**SUBJECT:** Approval of Workers' Compensation Settlement  
(Warren Cummings)

**DATE:** March 14, 2017

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The City and the insurance companies listed below have reached a settlement in the Warren Cummings Workers' Compensation Claim. The parties had reached a tentative settlement agreement by way of mediation in the fall of 2015 but in the interim had been trying to resolve several issues with other third parties. The Council previously held three executive sessions (8/10, 9/14, and 9/21, 2015) to discuss possible settlement proposals and direction was given to the City's attorney.

The final step is the Council's approval of the payment of the City's share of the settlement.

Chief Cummings worked for 40+ years for the Fairbanks Fire Department, starting in 1972. In 2011, he developed cancer and filed a workers' comp claim asserting that his cancer condition was caused by his work as a firefighter. Theoretically the cancer developed over his entire career. Therefore, the claim involved all of the City's workers' comp insurance carriers from 1972 through the present. The coverage dates and companies involved were:

Firemans Fund Insurance Company	8/1/69 – 8/1/72
Pacific Insurance Company of Alaska	8/1/72 – 8/1/75
Industrial Indemnity Company	5/31/74 – 5/1/77
City of Fairbanks (self-insured)	8/15/77 – 7/1/04
Alaska Municipal League Joint Issuance Association	7/1/04 – present

The full settlement is \$240,000, plus \$43,000 in attorney's fees. Each party's share is as follows:

Fireman's Fund Insurance Company: **\$23,000** (\$20,000 plus \$3,000 attorney's fees)

Pacific Insurance Company of Alaska: **\$70,000** (\$60,000 plus \$10,000)

Industrial Indemnity Company (AIGA): **\$70,000** (\$60,000 plus \$10,000)

City of Fairbanks (self-insured): **\$50,000** (\$40,000 plus \$10,000)


Alaska Municipal League Joint Insurance Association: **\$70,000** (\$60,000 plus \$10,000)

The City had independent counsel (Zane Wilson) to represent it for the period when the City was self-insured. Both Mr. Wilson and I recommend that the Council approve the settlement payment. The City's share of the settlement was within the settlement range previously authorized by the Council. All factors considered, this settlement is a reasonable resolution of a very difficult case.

**City of Fairbanks**

**From the  
Office of the City Attorney**

## **MEMORANDUM**

**TO:** Mayor and Council  
**CC:** Mike Meeks, Chief of Staff   
JB Brainerd, Deputy City Attorney  
**FROM:** Paul Ewers, City Attorney  
**SUBJECT:** Labor Negotiations – lead spokesperson  
**DATE:** March 13, 2017

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In December of 2015, the Council voted to transfer the lead spokesperson duties (for labor negotiations) from the Mayor to the City Attorney's Office. The attached memo was on the agenda of the December 14, 2015, meeting and was approved unanimously. I am writing to suggest that the Council return the leads spokesperson duties to the Mayor.

As noted in the 12/10/15 memo, the departure of Chief of Staff Jim Williams and the imminent departure of Amber Courtney had left the Mayor's office shorthanded. The Mayor's office is now at full strength. The coming months will be very busy for me. The City's briefing in the PSEA appeal in the Alaska Supreme Court is due later this month. The Gavora, Inc. v. City federal lawsuit is set for trial starting the week of May 22, plus, it is likely that the state case between Gavora, Inc. and the City will be scheduled shortly thereafter. I have spoken with the Mayor and with Chief of Staff Meeks, and they agree that moving the lead spokesperson duties back to the Mayor's office is appropriate.

The proposed transition would have me continue as the spokesperson for the ongoing negotiations with the AFL-CIO Crafts Council. The Mayor's office would handle the IBEW negotiations that are scheduled to begin this month. Deputy City Attorney JB Brainerd would be assigned to assist with the IBEW negotiations.

This memo will appear as a consent-agenda item 12(b). If there are any questions or concerns about the transfer, this item should be pulled from the consent agenda. If it is not pulled from the consent agenda, then the transfer of duties will be approved.



**MEMORANDUM**

TO: Mayor and Council  
FROM: Paul Ewers, City Attorney  
CC: JB Brainerd  
SUBJECT: Delegating a Lead Spokesperson for Labor Negotiations  
DATE: December 10, 2015

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I am writing this memo at the request of Council Member Pruhs. He is proposing that the spokesperson responsibility for labor negotiations be transferred from the Mayor's Office to the City Attorney's Office. FGC Sec. 42-1 provides that the mayor has basic responsibility for labor relations unless the Council by majority vote selects a different spokesperson. By way of this memo, Council Member Pruhs is asking the Council to approve the transfer of the labor spokesperson responsibility to the City Attorney's Office.

The departure of Chief of Staff Jim Williams and the imminent departure of Amber Courtney has left the Mayor's Office shorthanded. Jim Williams played a major role in contract negotiations. It is likely that his replacement will need some time to get up to speed on the city's various collective bargaining agreements. Given this situation, Council Member Pruhs believes it makes sense to move the primary responsibility for labor negotiations to the City Attorney's Office.

If Council Member Pruhs' proposal is approved by the Council, Deputy City Attorney JB Brainerd and I initially would work in tandem as the City's lead negotiators for labor contracts. We would work in conjunction with the Mayor's Office, and I envision the new Chief of Staff becoming part of the negotiating team.

This memo will appear as a consent-agenda item (13e). If there are any questions or concerns about the transfer, this item should be pulled from the consent agenda. If it is not pulled from the consent agenda, then the transfer will be approved.



FAIRBANKS DIVERSITY COUNCIL  
 REGULAR MEETING MINUTES  
 JANUARY 10, 2017 – 5:30 PM  
 FAIRBANKS CITY COUNCIL CHAMBERS  
 800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Fairbanks Diversity Council (FDC) convened at 5:32 p.m. on the above date to conduct a Regular Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Interim Chair Angela Foster-Snow presiding and with the following members in attendance:

**Members Present:**

Shirley Lee, Seat B	Jeff Walters, Seat M
Montean Jackson, Seat C	Amber Taylor, Seat N
Marna Sanford, Seat I	Kelvin Lee, Seat O
Jo Ann Borges, Seat K (arrived at 5:35)	June Rogers, City Council Member
Rita Davis, Seat L	

**Members Absent:**

Ana Maria Richards, Seat A (excused)	Vacancy, Seat G
Vacancy, Seat D	Rosalind Kan, Seat H (excused)
Travis Cole, Seat E (excused)	Douglas Toelle, Seat J (excused)
Trina Bailey, Seat F	Mayor Jim Matherly (excused)

**Also Present:**

D. Danyielle Snider, City Clerk	Eric Jewkes, Chief of Police
Mike Meeks, Chief of Staff	

**CALL TO ORDER & READING OF THE FDC MISSION STATEMENT**

**Interim Chair Foster-Snow** welcomed everyone and read aloud the FDC mission statement.

**APPROVAL OF AGENDA**

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

**Interim Chair Foster-Snow** called for objection to APPROVING the Agenda and, hearing none, so ORDERED.

**CITIZENS COMMENTS** (Limited to 3 Minutes)

Eric Jewkes, Fairbanks Chief of Police – Chief Jewkes gave an update on staffing levels and hiring efforts at the Fairbanks Police Department (FPD). He stated that FPD is still dedicated to community policing efforts and to diversity, but that the main focus at this time is on hiring. He stated that Fairbanks had seven homicides in 2016 which is greater per capita than the homicide rate in Anchorage for 2016. Chief Jewkes stated that the cold case detective is still working on cases and is making progress.

**Ms. Rogers** asked Chief Jewkes to speak to the Borough ordinance regarding alcohol sales. Chief Jewkes stated that the Borough will consider an ordinance on Thursday, January 19 that would extend the hours of package stores from midnight to 2 a.m. that would allow bars to stay open till 3:30 a.m. on New Year’s Day, and would allow bars to begin serving alcohol an hour earlier on Sundays to accommodate football fans. He spoke against the ordinance.

Chief Jewkes and members discussed the diversity among FPD applicants and low-staffing levels at FPD. **Mr. Walters** encouraged FDC members to participate in FPD oral boards.

**Ms. Lee** asked if the Borough consulted with FPD before introducing the ordinance. Chief Jewkes replied that they did not. He stated that the City could adopt its own rules for hours of alcohol service. Chief Jewkes and members discussed DUI enforcement and arrests in the City.

Frank Turney, 329 6th Avenue, Fairbanks – Mr. Turney stated that he feels like the FDC is not getting anywhere by bringing up the video that Glen Anderson posted to social media; he stated that there are other important issues to turn attention to. He spoke to the actions of Supreme Court Justice Sonia Sotomayor in regard to jury nullification. He spoke to the discrimination of minorities during jury selection and expressed hope that an FDC member would look into it.

Marilyn Russell 221 Well Street, Fairbanks – Ms. Russell asked whether the FDC can come out with a statement of support for or opposition to an issue. She spoke to the timeliness of a statement with the approach of Dr. Martin Luther King, Jr (MLK) Day.

Clerk Snider explained how the FDC may make recommendations to the City Council.

Jo Ann Borges, 1130 Vicki Lane, North Pole – Ms. Borges stated that she is speaking as a community member. She apologized for being late to the meeting. She stated that the ordinance to extend hours of alcohol service is all about benefiting tourism. She stated that while it may be an inconvenience, she believes it will have a positive economic impact on the community.

### **APPROVAL OF PREVIOUS MINUTES**

- a) Regular Meeting Minutes of December 13, 2016

**Ms. Lee**, seconded by **Mr. Walters**, moved to APPROVE the Regular Meeting Minutes of December 13, 2016.

**Interim Chair Foster-Snow** called for objection to APPROVING the Minutes and, hearing none, so ORDERED.

### **UNFINISHED BUSINESS**

- a) Work Sessions with the City Council – First Session Scheduled for February 6 at 6 pm

Members discussed the focus and line-up for the work session with the City Council. They spoke to the history and progress of the FDC. Members agreed that the report could include a summary of FDC activities and accomplishments, the Diversity Action Plan (DAP), and City Council expectations of the FDC. **Ms. Rogers** stated that she would recommend that the City Council postpone adoption of the DAP to February 6. **Ms. Jackson** suggested that two FDC members speak in representation of the FDC and that other members attend for support. **Ms. Rogers** nominated Mr. Walters to speak; **Ms. Jackson** nominated Ms. Lee to speak. There was no objection to the nominated representatives.

**Interim Chair Foster-Snow** read aloud a portion of Fairbanks General Code (FGC) Sec. 2-234 outlining the duties/rules of the FDC. **Ms. Jackson** requested that Clerk Snider email that Code section to FDC members.

## **NEW BUSINESS**

### a) FDC Policy on Member Absences

Clerk Snider distributed attendance statistics. Members discussed the rule that was set by the FDC in October of 2015 to allow up to three absences per year. **Ms. Davis** stated that the rule was instigated because the FDC had difficulty gaining a quorum; she stated that the rule was specifically meant for Committee chairs. **Ms. Sanford** stated that she recalled seeing a rule for attendance in the FGC. Clerk Snider read aloud FGC Sec. 2-234(1) which stated that “Members are expected to attend all scheduled meetings, unless excused by the membership.” A lengthy debate ensued regarding excused and unexcused absences and the amount of absences that should be allowed per year.

**Ms. Sanford**, seconded by **Ms. Jackson**, moved to DEFINE “unexcused” as no communication with the Clerk prior to the meeting.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE MOTION TO DEFINE “UNEXCUSED” AS NO COMMUNICATION WITH THE CLERK PRIOR TO THE MEETING AS FOLLOWS:

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

**Mr. Walters**, seconded by **Ms. Sanford**, moved to CREATE A RULE that if a member reaches three unexcused absences in a calendar year, the member will be contacted by the Chair or Vice Chair.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO CREATE A RULE THAT IF A MEMBER REACHES THREE UNEXCUSED ABSENCES IN A CALENDAR YEAR, THE MEMBER WILL BE CONTACTED BY THE ADMINISTRATION AS FOLLOWS:

YEAS: Taylor, K. Lee, Sanford, Borges, Davis, Jackson, S. Lee, Walters  
NAYS: None  
ABSENT: Kan, Bailey, Cole, Toelle, Richards  
**Interim Chair Foster-Snow** declared the MOTION CARRIED.

**Ms. Lee**, seconded by **Mr. Lee**, moved to CREATE A RULE that if a member misses three consecutive meetings and is unexcused, the member will be removed from the FDC.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO CREATE A RULE THAT IF A MEMBER MISSES THREE CONSECUTIVE MEETINGS AND IS UNEXCUSED, THE MEMBER WILL BE REMOVED FROM THE FDC AS FOLLOWS:

YEAS: Walters, S. Lee, Jackson, Davis, Borges, Sanford, K. Lee, Taylor  
NAYS: None  
ABSENT: Kan, Bailey, Cole, Toelle, Richards  
**Interim Chair Foster-Snow** declared the MOTION CARRIED.

**Ms. Sanford**, seconded by **Ms. Jackson**, moved that the attendance rules approved by the FDC be codified or be sent by resolution to the City Council.

**Interim Chair Foster-Snow** called for objection and, hearing none, so ORDERED.

### **FDC COMMITTEE REPORTS**

a) HR Vacancy and Hiring Status Report

**Interim Chair Foster-Snow** gave an update on position vacancies at the City of Fairbanks.

### **FDC MEMBERS COMMENTS**

**Interim Chair Foster-Snow** invited everyone to attend the Fire Station One renaming ceremony in honor of late Chief Warren Cummings at 3:30 p.m., January 11, 2017.

**Ms. Davis** wished everyone a Happy New Year; she stated she is looking forward to a new year.

**Ms. Jackson** wished everyone a Happy New Year. She spoke to the flyers regarding MLK Day community events that were emailed to FDC Members. She stated that the Annual Gospel Celebration will be at the Corinthian Baptist Church at 6:30 p.m. on January 13, 2017. She announced that the Annual Youth Breakfast event will take place on the morning of January 14 at the JP Jones Community Center. She stated that the breakfast is free to youth who are 18 or younger and is \$10 for adults. She reminded everyone that there are lots of opportunities to volunteer in community.

**Ms. Borges** stated that the New Year has arrived and that the FDC needs to make the best of it. She reminded members that everything they say and do reflects on the FDC.

**Ms. Taylor** wished everyone a Happy New Year. She stated that she is fairly new to the FDC and has been observing during the last few months. She expressed her belief that there are other things that can be done besides talk about the DAP and member absences. She stated that as a community member, a mother and a minority, she is troubled by many things. **Ms. Taylor** stated that she looks forward to making progress and doing things in the community.

**Ms. Rogers** spoke to effecting change in the community, and she spoke to the history of the FDC. She stated that she is glad **Ms. Taylor** is on the FDC. She thanked Chief Jewkes for attending and for being approachable and thoroughly responsive. She stated that she is always seeking to learn new things, and that FPD is a very complex organization.

**Ms. Lee** suggested that the FDC hold a strategic planning session to prioritize work for the coming year. She recommended that committee assignments be reaffirmed at the next meeting.

Mr. Lee stated that he has enjoyed serving on the FDC for several months. He stated that he would like to have more order in meetings because it can be frustrating as far as time is concerned. He commented that the evening's discussion reenergized him to do better. He shared that the Project Homeless Connect event will take place on January 25 from 10 a.m. to 3 p.m.; he asked for volunteers.

Mr. Walters wished everyone a Happy New Year. He asked members to contact him if they have something to add to the list of items to present to the City Council. He stated that he will meet with Ms. Lee prior to the Work Session. He thanked Chief Jewkes and FPD for allowing FDC members to participate in job interviews. Mr. Walters spoke in support of the upcoming MLK events. He stated that soon he would like to discuss committees and strategic planning.

Ms. Sanford apologized for being absent at recent meetings. She stated that she appreciated Ms. Taylor's comments and that she supports Ms. Lee's suggestion about a strategic plan. Ms. Sanford spoke in support of more order in the FDC to make meetings more efficient. She stated that Alaska Legal Services and the Alaska Court System will offer free legal services on January 16 at the JP Jones Center starting at 10 am. She stated that if the FDC decided to do something about jury selection, a good place to start may be the District Attorney's (DA) office.

Interim Chair Foster-Snow stated that it may be interesting to invite the DA to a meeting to inform members of the jury selection process. She stated that Mayor Matherly was absent because he is attending his grandmother's birthday event. She encouraged everyone to take part in the Homeless Connect event.

### MEETING DATES

a) Next Meeting Date – February 14, 2017

Interim Chair Foster-Snow stated that the next regular meeting falls on Valentine's Day. She asked members if they would like to propose a different date. No members proposed a new date or objected to meeting on Valentine's Day. Ms. Rogers suggested bringing Valentine's Day treats to the next meeting.

### ADJOURNMENT

Ms. Davis, seconded by Ms. Sanford, moved to ADJOURN the meeting.

Hearing no objection, Interim Chair Foster-Snow declared the meeting ADJOURNED at 7:31 p.m.

*Ana Richards signing for Mayor*  
\_\_\_\_\_  
Mayor Jim Matherly, Chair *Matherly*

*D. Danyelle Snider*  
\_\_\_\_\_  
D. Danyelle Snider, CMC, City Clerk

Transcribed by: DS