



FAIRBANKS CITY COUNCIL  
AGENDA NO. 2016-14  
*REGULAR MEETING JULY 25, 2016*  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA

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PRELIMINARY MEETING

6:00 p.m. Work Session – Housing and Homeless Services Coordinator Position

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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 April 25, 2016

\*b) Regular Meeting Minutes of May 9, 2016

## 7. SPECIAL ORDERS

- a) The Fairbanks City Council, Sitting as a Committee of the Whole, will hear interested citizens concerned with the following Application for a New (Duplicate) Beverage Dispensary License. Public Testimony will be taken and limited to five minutes.

Type: Beverage Dispensary (Duplicate), License #5504  
DBA: Mayan Palace  
Licensee/Applicant: Taco Azteca, Inc.  
Physical Location: 3403 Airport Way, Fairbanks, Alaska

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

Type: Beverage Dispensary, License #1377  
DBA: Grizzli's  
Licensee/Applicant: Wildeberry, LLC  
Physical Location: 44 College Road, Suite B, Fairbanks, Alaska

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

Type: Marijuana Cultivation Facility, License #10279  
DBA: GoodSinse, LLC  
Licensee/Applicant: GoodSinse, LLC  
Physical Location: 2604 Davis Road, Fairbanks, Alaska

- d) 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 #10112  
DBA: Great Alaskan Bud Company (GABCO)  
Licensee/Applicant: SP&C Enterprises, LLC  
Physical Location: 1905 Livengood Avenue, Fairbanks, Alaska

8. MAYOR'S COMMENTS AND REPORT

9. UNFINISHED BUSINESS

- a) Ordinance No. 6022, as Amended – An Ordinance Amending Fairbanks General Code Section 14-178 to Clarify the City's Requirements for Downtown Liquor License Approvals. Introduced by Council Member Cleworth. Advanced from the Regular Meeting of June 6, 2016. SECOND READING AND PUBLIC HEARING.
- b) Ordinance No. 6024 – An Ordinance to Place Before City Voters the Question of Amending Charter Section 11.3, Elections: Candidates, Filing, and Charter Section 2.2, Council: Qualification of Members, Vacancies, to Coordinate Candidate Filing Dates with the Fairbanks North Star Borough and to Correct Residency Requirements. Introduced by Mayor Eberhart. SECOND READING AND PUBLIC HEARING.
- c) Ordinance No. 6025 – An Ordinance Amending Fairbanks General Code Section 22-9, Declaration of Candidacy by Affidavit, to Align the Filing Deadlines with Those of the Fairbanks North Star Borough. Introduced by Mayor Eberhart. SECOND READING AND PUBLIC HEARING.
- d) Ordinance No. 6026 – An Ordinance to Place Before City Voters the Question of Amending Charter Section 8.7, Independent Audit, to Allow Flexibility for the Due Date. Introduced by Council Member Cleworth. SECOND READING AND PUBLIC HEARING.
- e) Ordinance No. 6027 – An Ordinance to Place Before City Voters the Question of Granting the City Council the Authority to Increase the Rate of Sales Tax Levy by One Percent on Marijuana if the Borough Increases Its Levy by a Like Amount. Introduced by Council Member Cleworth. SECOND READING AND PUBLIC HEARING.

10. NEW BUSINESS

- \*a) Ordinance No. 6028 – An Ordinance Authorizing the Sale of City Real Property to Tanana Chiefs Conference to Facilitate Expansion of the Chief Andrew Isaac Health Center. Introduced by Mayor Eberhart.

11. DISCUSSION ITEMS (INFORMATION AND REPORT)

- a) Committee Reports

12. COMMUNICATIONS TO COUNCIL

- \*a) Public Safety Commission Meeting Minutes of October 13, 2015
- \*b) Public Safety Commission Meeting Minutes of January 12, 2016
- \*c) Public Safety Commission Meeting Minutes of April 12, 2016
- \*d) Permanent Fund Review Board Meeting Minutes of April 21, 2016
- \*e) Permanent Fund Review Board Meeting Minutes of June 28 & 30, 2016
- \*f) Chena Riverfront Commission Meeting Minutes of June 8, 2016
- \*g) Fairbanks Diversity Council Meeting Minutes of June 14, 2016
- \*h) Memo of Recommendation to the FNSB Planning Commission
- \*i) Appointment to the Fairbanks Diversity Council
- \*j) Appointment to the Clay Street Cemetery Commission

13. COUNCIL MEMBERS' COMMENTS

14. CITY CLERK'S REPORT

15. CITY ATTORNEY'S REPORT

16. ADJOURNMENT



FAIRBANKS CITY COUNCIL  
REGULAR MEETING MINUTES, APRIL 25, 2016  
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 to conduct a Regular Meeting of the Fairbanks City Council at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Mayor John Eberhart presiding and with the following Council Members in attendance:

Council Members Present: Joy Huntington, Seat A  
Perry Walley, Seat B  
Bernard Gatewood, Seat C  
Jim Matherly, Seat D  
Jerry Cleworth, Seat E  
David Pruhs, Seat F

Absent: None

Also Present: Clem Clooten, Building Official  
Margarita Bell, Grants Administrator  
JB Brainerd, Deputy City Attorney  
D. Danyielle Snider, City Clerk  
Stephanie Johnson, Dispatch Center Manager  
Carmen Randle, Chief Financial Officer  
Ben Barrio, IT Director  
Angela Foster-Snow, HR Director  
Pat Smith, Development Manager  
Randall Aragon, Police Chief  
Verg Scott, Public Works General Foreman  
Bob Pristash, City Engineer IV  
Tammy Misrasi, Communication Director  
Jim Styers, Fire Chief

### **INVOCATION**

The Invocation was given by City Clerk Danyielle Snider.

### **FLAG SALUTATION**

Mayor Eberhart led the Flag Salutation.

### **CITIZEN'S COMMENTS**

Jim Williams, 125 Cloverleaf Drive, North Pole – Mr. Williams spoke to the history of the request to rename Terminal Street that came from the Fairbanks North Star Borough (FNSB). He stated that the street address number and name do not correspond and citizens have a hard time finding the building; he added that it is also an emergency management problem. Mr. Williams explained that Borough employees came up with the name and that they support the name change. Mr.

Williams stated that Borough employees should be treated with the same amount of respect as citizens.

**Mr. Cleworth** asked why the street needs to be renamed when the building could just be renumbered.

Mr. Williams stated that Borough employees thought the name Terminal Street was morbid and that Citizens Way conveys a theme of public service.

**Ms. Huntington** asked what the address would be if the name change went through.

Mr. Williams stated the address would be 907 Citizens Way.

John Jackovich, 2824 Chief Alexander Drive, Fairbanks – Mr. Jackovich stated that there is historical essence in that area and that holding on to the street name helps portray the history of Fairbanks. He stated that the name “Terminal” is not morbid to him because it holds the history of the old railroad depot. He requested that the City Council veto the street renaming. Mr. Jackovich thanked Mr. Walley for his service and stated that he would be missed.

Ronald Inouye, 3036 Riverview Drive, Fairbanks – Mr. Inouye stated that it was nice coming into the building and recognizing many of the faces in the paintings in the hallway. He stated he appreciates all of the history in City Hall. He stated that history is important to the community and shared his wishes that Terminal Street retain its name because of its rich historical value. Mr. Inouye stated he loves to go to other places and see the history because that is what makes a destination unique and distinctive. He stated the City needs to embrace its history.

**Mr. Cleworth** asked Mr. Inouye if he was on the Historical Preservation Commission; Mr. Inouye replied that he was not.

Martin Gutoski, 330 Breeze Road, Fairbanks – Mr. Gutoski stated that he is representing the Friends of the Tanana Valley Railroad. He stated that Terminal Street was named by the City of Fairbanks in 1935 and it received that name because it was the end of the railroad. He stated there have been three different train depots built over time and gave a brief history of each. Mr. Gatoski stated he is a member of the Historical Preservation Commission and that the Commission was not told about the name change until two days before it was going before the Platting Board. He stated that he does not support the name change and spoke to the expense of changing the street name.

**Mr. Pruhs** asked if Mr. Gutoski if he was a Pioneer of Alaska, if he worked at Pioneer Park and if he is a pioneer in every way. Mr. Gutoski replied affirmatively to all three.

Roger Burns, 492 West Pointe Circle, Fairbanks – Mr. Burns urged the City Council to veto the proposal to change the name of Terminal Street to Citizens Way. He stated that spending Borough employee time on changing a street name is a big waste of taxpayer money. He stated that changing the name of Terminal Street is as absurd as changing the name of Phillips Field Road because there is no field on Phillips Field Road. He questioned where Fairbanks would be if it did not have the railroad and added that history should be respected. Mr. Burns jokingly stated he

feels bad for the Cadillac drivers that turn on Danby Road to get their vehicles serviced on Cadillac Court only to find out that Cadillacs cannot get serviced there. Mr. Burns requested that the City Council veto to request to change the name of Terminal Street.

Donna Gardino, 811 Bullion Drive, Fairbanks – Ms. Gardino suggested that if people are having a hard time finding the Borough building because the address is on Pioneer Road, the simplest and most cost-effective way to solve the problem would be change the address to Terminal Street. She stated that there is a big sign on Illinois Street that clearly marks Terminal Street. Ms. Gardino stated that Terminal Street references the historical significance of the location and generates the potential to tell an interesting story about the history of the railroad in Fairbanks. She stated that she understands that Borough employees have spent an exorbitant amount of time working on the name change but that the City has the final authority. She expressed hope that the City Council would exercise its veto power.

George Stefon, 1155 Chad Street, Fairbanks – Mr. Stefon stated that he is a platting officer for the FNSB and that the Borough applied for the name change. He stated that the Borough met all the application criteria for the name change. He stated that the Borough Legal Department pointed out at the Planning Commission meeting that the history of an existing street name is not allowed to be considered in renaming.

**Mr. Cleworth** asked why the history of the name of a street is not allowed to be considered.

Mr. Stefon stated that he does not have an answer to Mr. Cleworth's question; he stated that is what he was told by the FNSB Legal Department.

Tim Beck, 333 Well Street, Fairbanks – Mr. Beck stated that he sat on the Borough Assembly when Alaskaland's name was changed to Pioneer Park; he stated there was much discussion about the issue at the time. He stated that after a great deal of debate, he asked what the name of the park was when it first opened. He stated that he found out it was originally named Pioneer Park. He stated that he made the suggestion to go back to the original name and the Assembly finally voted to change it back to Pioneer Park. Mr. Beck stated that he is a volunteer for ICE Alaska and that the biggest complaint people have is that Google Maps sends them to the wrong location. He stated that he thinks the Borough should renumber the building to 907 Terminal Street. He commented that changing the name of Terminal Street would diminish the history of the community. Mr. Beck pointed out that all the people living on Terminal Street would have to go through the process and expense of changing their addresses. He encouraged the Council to preserve the history of Fairbanks and to veto the Borough's request to rename the street.

**Mr. Pruhs** asked if there would be mass confusion if the City Council allowed the name to be changed.

Mr. Beck stated that the issue of changing the name is more significant than mass confusion; he stated that it is about the history of Fairbanks. He stated, however, that Google would not update their maps right away and it could confuse some people.

Frank Turney, 329 6th Avenue, Fairbanks – Mr. Turney spoke to the Lunch Café's plans to grow cannabis; he suggested that Terminal Street be renamed Cannabis Way since the café is across the

corner from the Borough building. He thanked Public Works for removing the fallen chokecherry trees at the Clay Street Cemetery and thanked Mr. Matherly for his recent visit to the cemetery. Mr. Turney thanked the Fairbanks Police Department (FPD) for going in with warrants and closing the drug house down in the recent bust across from American Tire and Auto. He thanked Mr. Walley for his service and stated that he would be missed; he suggested that Mr. Walley run for Mayor of North Pole.

Sheldon Thompson, 1070 Flat Rabbit Road, Fairbanks – Mr. Thompson stated that he is representing Fly Zone, an athletic facility for the Fairbanks youth. He spoke to the astronomical cost of renovating the former Odom Distribution building on Well Street in order to facilitate various sport activities. He stated that large buildings are hard to keep in operation because of overhead expenses. He stated that Fly Zone is looking for donations from local municipalities and other organizations in order to purchase the building and perform the renovation.

**Mr. Gatewood** asked if Fly Zone had secured a 501c3 yet.

Mr. Thompson stated they have received a determination letter granting Fly Zone a 501c3 status.

**Ms. Huntington** asked when the facility would be completed and ready to open its doors.

Mr. Thompson stated they are in the fundraising phase and that he cannot give a timeframe without donations from the community. He requested a meeting with the Finance Committee to present his business plan and to ask for funds.

**Mr. Cleworth** asked Mr. Thompson if he envisioned a 24-hour facility for tournaments and events.

Mr. Thompson stated that during the day there is not much need for the facility so the plan is to open it to home schools and charter schools since they do not have gymnasiums. He stated that various sports teams would like to rent the facility after school and on the weekend. Mr. Thompson stated that the facility could accommodate statewide tournaments.

**Ms. Huntington** thanked Mr. Thompson for his presentation and asked him to speak to Fly Zone's need for board members.

Mr. Thompson invited everyone to visit the website to find out more about the organization and to view potential board positions. He stated that Gary Wilken has been involved and has generated a lot of community support for Fly Zone. Mr. Thompson stated he wants to make sure there is a safe environment for the youth of Fairbanks.

Victor Buberger, P.O. Box 58192, Fairbanks – Mr. Buberger spoke to the recent article in the News Miner regarding public restrooms and shared his disappointment that the Downtown Association was not in favor of building public restrooms. He stated that inebriates deserve to have a place to use a restroom just as much as the tourists do. Mr. Buberger stated that he grew up in Chino, California and that Fairbanks lacks diversity. He stated he brought an illegal Mexican to Fairbanks during the 1980's and took him to the Baptist church so he could learn English. Mr. Buberger stated he taught the young man how to drive cars, dump trucks and tractors and taught



him basic plumbing skills. He stated that the young man, who is now an American citizen, called him a few weeks ago to thank him for all the help he had provided him over the years. Mr. Buberger stated that he is almost Mexican himself because he grew up celebrating Mexican culture. He tried to explain the difference between Mexicans and Latinos. He presented Police Chief Randall Aragon with a hand-carved desktop nameplate and thanked him for his service.

Randy Griffin, 3870 Schacht Street, Fairbanks – Mr. Griffin stated that he does not approve of the renaming of Terminal Street. He quoted a Borough employee as stating that Citizens Way conveys public service and that all Borough employees are there to serve the community. Mr. Griffin suggested that if Borough employees want to portray themselves as humble, hardworking servants, they should consider renaming the street Burro Way because no animal is harder working than a burro. Mr. Griffin requested that the City Council veto the Borough's request and retain the name Terminal Street.

John Ferree, 2711 Chief Alexander Drive, Fairbanks – Mr. Ferree stated that he is the Assistant Business Manager for the International Brotherhood of Electrical Workers (IBEW) Local 1547. Speaking to a discussion from the Regular City Council Meeting of April 11, 2016, he stated that the Chief Financial Officer insinuated that the IBEW shop steward acted independently when setting the wage for the new Fire Chief. Mr. Ferree stated that accusing the payroll clerk of wrongdoing is slander. He stated that the truth was misrepresented and that the IBEW takes a strong stand against slander. He stated that the IBEW holds its shop stewards in high regard and to a high standard.

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

**Ms. Huntington** introduced her Uncle Albert who was present at the meeting, and gave a history of his service to the State of Alaska.

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

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

**Mr. Cleworth** pulled Resolution No. 4729 from the Consent Agenda.

**Mayor Eberhart** 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 February 8, 2016.

APPROVED on the CONSENT AGENDA.

## SPECIAL ORDERS

- a) The Fairbanks City Council considered the question of whether to veto the decision of the Fairbanks North Star Borough (FNSB) Planning Commission to rename Terminal Street to Citizens Way:

NR001-16 – A request by the FNSB on December 31, 2015, to rename Terminal Street (within Section 10 T1S R1W, FM) to Citizens Way. On January 20, 2016, the Platting Board denied the request. The FNSB appealed the decision to the Planning Commission (AP001-16). On April 5, 2016, the Planning Commission approved the appeal, thereby approving the renaming of Terminal Street to Citizens Way. Since Terminal Street lies within City limits, the City Council may veto the decision to rename the street. If no veto is received by the Borough within a 30-day period, the consent of the City Council is assumed.

**Mr. Cleworth**, seconded by **Mr. Matherly**, moved to VETO the Decision of the FNSB Planning Commission to rename Terminal Street to Citizens Way.

**Mr. Matherly** thanked everyone who came out to speak to the street renaming issue. He stated that when we lose our history we lose a part of ourselves. He stated that when a long term name is changed, the street or location is forever stuck with two names; he cited Alaskaland and Pioneer Park as an example. **Mr. Matherly** suggested that the Borough change the number and call it 907 Terminal Way to keep the historical value of the street. He stated that he respects Mayor Kassel for including his employees in the process but that he intends to vote in favor of the veto.

**Mr. Walley** echoed Mr. Matherly's thoughts and agreed that 907 Terminal Way seemed like the best solution. He stated that there has been way too much time spent on the issue, and that he does not understand how Borough employees have a hard time finding their building because of the street name. He stated that he will be voting to veto the name change.

**Mr. Cleworth** stated that he loves history and that if we lose it, we give up what Fairbanks is all about. He stated that City Hall is a great example of history and spoke to how City Hall came to reside at its current location. He spoke to what a jewel the building is to the history of Fairbanks and to the need to preserve it. **Mr. Cleworth** stated he has always known the meaning of Terminal Street and that he has never thought of it in a morbid sense. He joked that if he thought it was a morbid name, he would think "terminal parking" at the airport was only for dead people. He agreed that 907 Terminal Street sounds like the best solution to the problem.

**Ms. Huntington** stated that it was mentioned that young people do not appreciate history. She stated that she would like to go on record as a young person who loves history. She asked for clarification about the grounds for a decision to veto.

City Attorney Paul Ewers stated that there is not a specific list of criteria on grounds for a veto.

**Ms. Huntington** stated that it makes sense to her to change the street number and not the name. She stated that she would be voting in favor of the veto.

**Mr. Pruhs** stated that he lives in the Terminal Street area and that he has spoken with many of his neighbors, all of whom do not want to lose the history of the railroad with a street renaming. He stated he would vote to veto the Borough's request to change the street name.

**Mr. Gatewood** stated he was moved by the testimony of many of the citizens. He stated he did not have an issue with the name, Citizens Way, but that he also has no issue with Terminal Street. He stated that he has been swayed to veto based on the public testimony.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO VETO THE DECISION OF THE FNSB PLANNING COMMISSION TO RENAME TERMINAL STREET TO CITIZENS WAY AS FOLLOWS:

YEAS: Pruhs, Gatewood, Huntington, Cleworth, Matherly, Walley

NAYS: None

**Mayor Eberhart** declared the MOTION CARRIED and the FNSB Decision VETOED.

**Mr. Matherly** requested a five minute recess. Hearing no objection, **Mayor Eberhart** declared that the meeting would reconvene in five minutes.

- b) The Fairbanks City Council convened as a Board of Adjustment in the matter of the below-stated administrative decision of the Fairbanks North Star Borough Planning Commission:

A request by Annie Dougherty on behalf of the Chugach School District for conditional use approval of a school administrative office and classroom facility with related guest facilities for short-term stays (FOCUS Homeschool) in the Two-Family Residential (TF) zone on Lots 1, 3, W5, & E5, Block 05, Charles Slater Subdivision and Lots 20 & 21, Block 01, Charles Slater Subdivision (located at 200 & 210 Well Street at the east end).

An appeal to the Planning Commission's decision was filed by Christopher Zimmerman on behalf of numerous appellants.

**NOTE:** The Board did not hear arguments nor take additional testimony or evidence. Only the material contained in the appeal packet was considered.

**Mr. Pruhs**, seconded by **Mr. Matherly**, moved to GRANT the appeal, REVERSE the decision of the FNSB Planning Commission, and DENY the Chugach School District's request for a Conditional Use Permit.

**Mr. Pruhs** distributed a handout containing his reasons for making the motion. He stated that he found no proven need by the applicant or the Borough to have a conditional use permit at the location. He stated the area was zoned for two-family (TF) and that there is no overlying need to have a school or administrative center at the location. **Mr. Pruhs** stated that the approval of the conditional use permit was not handled properly and that parliamentary procedure and processes were not followed by the Planning Commission on the issue.

Members discussed whether the applicant had to prove a need for a conditional use permit.

**Mr. Pruhs** read from the appeal packet and quoted Mayor Lundquist's testimony that, with a legal opinion based on 25 years of experience, conditional use permits are allowed only where there is a public need for a particular use in a particular area by Borough ordinance. **Mr. Pruhs** stated that there is no public need for the Chugach homeschool at the location.

**Mr. Cleworth** read from aloud sections of the appeal packet and questioned the procedure for the reconsideration. He stated that according to Roberts Rules of Order, the Planning Commission never voted on the main motion after discussing reconsideration.

Mr. Ewers stated that the Council can grant the appeal, deny it, or send questions such as Mr. Cleworth's back for clarification to the Borough. Mr. Ewers stated he believes the same issue is raised by the appellant in the appeal.

**Mr. Cleworth** requested that the issue of improper reconsideration be added to the Findings of Fact.

**Mr. Matherly** thanked whoever prepared the appeal packet and noted that they did a thorough job. He expressed appreciation for homeschooling and commented that his own children are homeschooled. He stated, however, that the rights of the citizens that live in the neighborhood need to be respected. He spoke to the information that the Kuykendall family provided regarding traffic hazards and concerns.

**Mr. Gatewood** stated that the neighbors have a right to be concerned but that he also respects the rights of the homeschool. He stated that he did not find any compelling evidence to sway him against allowing the homeschool to operate in the neighborhood. **Mr. Gatewood** agreed that it seems that the Planning Commission did not follow some rules of procedure. He stated that the Planning Commission has overreached in the past but that he would not be opposed to allowing the school to remain in the area. He stated that he drove through the area to see the culture of the neighborhood and that he did not see it as a safety hazard. **Mr. Gatewood** stated that he did not like that the homeschool set up operation before letting the neighbors know that they would be conducting business in the area.

**Ms. Huntington** stated that when she was Chair of the Planning Commission that she did not use her opinion or favor in making decisions; she stated that she only applied the facts. She stated she has tried to remain objective in making her decision as to whether or not the homeschool should be able to continue to operate. **Ms. Huntington** thanked Mr. Pruhs for putting together his handout, but stated that she would not be able to support all of Mr. Pruhs' findings.

**Mr. Pruhs** spoke to Mr. Gatewood's statement that he did not think that it was a problem to have an administrative center in the neighborhood; he stated that the neighborhood is not zoned for that type of use. He stated that the administrative center would be an illegal use of the property. **Mr. Pruhs** spoke to the process of obtaining a conditional use permit and commented that nearly the entire procedure was handled incorrectly.

**Mr. Cleworth** spoke to snow removal within the City and to the three subdivisions that get special treatment: Island Homes, Arctic Park and Slaterville. He stated that those areas get special treatment because the streets are so tight and there needs to be extra accommodations for parking. He stated that he feels badly for Chugach School because they were told by a realtor that the neighborhood was properly zoned for their intended purpose. **Mr. Cleworth** stated that the dead end road where the school is located is a terrible location. He stated that the school is in a residential zoning area and that the whole situation is very unfortunate. He asked Mr. Ewers how the Findings of Fact would be handled.

Mr. Ewers stated that he would compile his notes from the Board of Adjustment's discussion, prepare a report, and then present a draft Findings of Fact at the next Regular Council Meeting.

**Mr. Matherly** shared that he appreciated the input of all Council Members. He stated that if the Chugach School was given false information by their realtor then maybe they should look into an insurance claim.

**Mr. Pruhs** stated that there was a violation of the Open Meetings Act (OMA) because they allowed members to take a 30-minute recess to discuss options before reconvening and reopening discussion on the issue. He shared his disappointment in the way the entire process was handled.

**Mr. Walley** stated it is unfortunate that the Chugach School District did not do further research before purchasing the property and opening a school.

**Mayor Eberhart** stated that he is sorry to have to raise an issue, but pointed out that Mr. Gatewood should not have driven by the property since the Board of Adjustment may only consider the information provided in the appeal packet. He suggested that Mr. Gatewood abstain from voting on the issue.

**Mr. Gatewood** volunteered to remove himself from the vote and apologized for driving by the location.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO GRANT THE APPEAL, REVERSE THE DECISION OF THE FNSB PLANNING COMMISSION, AND DENY THE CHUGACH SCHOOL DISTRICT'S REQUEST FOR A CONDITIONAL USE PERMIT AS FOLLOWS;

YEAS: Walley, Pruhs, Matherly, Cleworth

NAYS: Huntington

ABSTAIN: Gatewood

**Mayor Eberhart** declared the motion APPROVED.

Mr. Ewers again stated that he would draft Findings of Facts for review, discussion and approval at the next Regular Council Meeting.

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

**Mayor Eberhart** thanked Mr. Walley for his service from October 2012 through the present; he thanked him also for all his help on the FMATS Policy Committee. He presented Mr. Walley with a City of Fairbanks gold pan in appreciation of his service.

**Mr. Walley** shared that while moving, he found an old box containing a City gold pan that had belonged to his father.

**Mayor Eberhart** read aloud a proclamation recognizing “Kids to Parks Day” as May 21, 2016, to encourage children to live a more active lifestyle. He stated that it is a nationwide event and all parents and children are encouraged to participate. **Mayor Eberhart** stated that April 27, 2016 is Administrative Professional’s Day and April 28, 2016 is the annual gathering of remembrance for victims of unsolved homicides. He stated that a vigil will be held at the St. Mathew’s Episcopal Church downtown. **Mayor Eberhart** spoke to the many activities the Mayor’s Office has been involved in since the last Regular Council Meeting. He announced that Chief of Staff Jeff Jacobson was recently awarded the Aurora Award by Explore Fairbanks.

**Mayor Eberhart** requested to be excused from the Regular Council Meeting of May 9, 2016.

**Mayor Eberhart** called for objection to his request to be excused on May 9, 2016 and, hearing none, so ORDERED.

## **UNFINISHED BUSINESS**

- a) Ordinance No. 6008, as Amended – An Ordinance Amending the 2016 Operating and Capital Budgets for the Second Time. Introduced by Mayor Eberhart. SECOND READING AND PUBLIC HEARING.

**Mr. Cleworth**, seconded by **Mr. Matherly**, moved to ADOPT Ordinance No. 6008, as Amended.

**Mr. Gatewood**, seconded by **Mr. Pruhs** moved to SUBSTITUTE the Proposed Version of Ordinance No. 6008, as Amended.

**Mayor Eberhart** called for objection to SUBSTITUTING the Proposed Version of Ordinance No. 6008, as Amended, and, hearing none, so ORDERED.

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

**Mr. Pruhs**, seconded by **Ms. Huntington**, moved to AMEND Ordinance No. 6008, as Amended, to place \$15,000.00 in the General Fund under Expenditures to be used for the option of buying a note for the Polaris Building.

**Mr. Cleworth** asked Mr. Pruhs which account he was requesting the money be transferred from.

**Mr. Pruhs** stated it would be coming out of the General Fund.

Chief Financial Officer Carmen Randle clarified that the funds would come out of an investment account, but that the account was not yet created.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AMEND ORDINANCE NO. 6008, TO PLACE \$15,000.00 IN THE GENERAL FUND UNDER EXPENDITURES TO BE USED FOR THE OPTION OF BUYING A NOTE FOR THE POLARIS BUILDING AS FOLLOWS:

YEAS: Pruhs, Gatewood, Huntington, Cleworth, Matherly, Walley

NAYS: None

**Mayor Eberhart** declared the MOTION CARRIED.

**Mr. Cleworth** asked Ms. Randle to speak to the missing budget amendment that was supposed to update Fire Chief Jim Styers' wages.

Ms. Randle stated that a budget amendment did not need to be done because the wages absorb the changes. She apologized for her comments made at the previous Council Meeting regarding Chief Styers' wage reallocation. Ms. Randle stated that she did not mean to single out a member of the staff or the shop steward; she stated that as the Finance Director, it was her responsibility to make sure the wage and benefit package was correct.

**Mr. Cleworth** spoke to the decline in state revenue sharing and to how the City has become dependent on it. He stated that the number of City employees has grown, but that the City has not grown. He stated that adding more employees at the City creates more mouths at the table; he emphasized the importance of taking care of existing City employees so that nobody has to be laid off. **Mr. Cleworth** stated that during Mayor Strle's administration, a mistake was made to funnel revenue sharing funds directly into the General Fund; he stated that the money was spent like a source of income that would always be there. **Mr. Cleworth** referenced the Engineering budget and stated that he did not want to add another position to the department. He stated that the IBEW needs to work with the City because it is very unfortunate that the Public Works Director has to be an IBEW union member.

**Mr. Cleworth**, seconded by **Mr. Pruhs**, moved to AMEND Ordinance No. 6008, as Amended, by STRIKING the new position in the Engineering Department.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AMEND ORDINANCE NO. 6008, AS AMENDED, BY STRIKING THE NEW POSITION IN THE ENGINEERING DEPARTMENT AS FOLLOWS:

YEAS: Gatewood, Walley, Pruhs, Matherly, Huntington, Cleworth

NAYS: None

**Mayor Eberhart** declared the MOTION CARRIED.

**Mr. Cleworth** stated that there are some significant road issues within the City and he shared his concern for the possibility of road failures. He stated that the cost of road failures could exceed

the budgeted amount. **Mr. Cleworth** asked Ms. Randle to speak to earmarked funds in the Public Works road maintenance account.

Ms. Randle stated that after the transfer, there would be no funds remaining which would not be earmarked for a project.

**Mr. Cleworth** shared his concern for having no cushion in the budget for street maintenance and asked City Engineer IV Bob Pristash and General Foreman Verg Scott to come forward for a Staff Report. **Mr. Cleworth** asked Mr. Pristash to explain why Gateway Subdivision improvements should be made.

Mr. Pristash stated that roads in Shannon Park failed very quickly last year and that the same situation is happening in Gateway Subdivision. He stated that the City should move forward with Gateway just to see what the bids come in at. Mr. Pristash stated that if the same contractor won both project awards there could be cost savings for the City because they are in close proximity of each other. Mr. Pristash stated that there is coordination with Golden Heart Utilities (GHU) to do both projects at the same time, which would be another opportunity for cost savings. He stated that if Gateway is delayed until 2017 it would end up costing the City more in the long run.

**Mr. Pruhs** stated that he thinks the budget amendment should be approved and when the bids come in, a Work Session should be held to see what the Capital Fund can support. Mr. Pristash shared his concern for cost overrun on the project.

**Mr. Walley** stated that he agreed with the points of view from Mr. Cleworth and from Mr. Pristash. He stated that in his experience on the FMATS Policy Committee he has not seen a project cost less after being postponed.

**Mr. Matherly** asked if the projects were currently out for bid and, if so, when the bids were due.

Mr. Pristash stated that Rickert Subdivision bids are due May 4 and Gateway Subdivision bids are due May 11.

**Mr. Matherly** stated that he understands that the longer a project is put off the more expensive it becomes because more damage to the road drives up the cost.

Mr. Pristash stated that in the past five years the City has worked on Aurora, Lemeta, Slaterville, and Brandt; he added that Gateway is next on the priority list.

**Ms. Huntington** asked to hear from Mr. Scott before moving on.

Mr. Scott stated that he believes any road over 20 years old is going to fail. He stated that improved drainage was not required in Shannon Park and that now drainage is required to help avoid potholes. Mr. Scott stated that Public Works could continue to do maintenance on the roads but that he has limited manpower and hot mix. He stated that the Public Works budget allows for pothole filling but leaves no money for a heavy snow day emergency.

**Mr. Cleworth** asked what a prudent amount would be for a road emergency budget.



Mr. Scott stated that sidewalk work needs to be done on many City streets and that Gilmore Street should be considered. He stated that one of the streets in Hamilton Acres did not make it through break-up and unexpected crises like that do not allow him to give an accurate budget estimate.

**Mr. Walley** asked Mr. Pristash what the price difference might be if the City postponed the Gateway Subdivision project.

Mr. Pristash estimated a 7-8% increase; he added that it would also depend on the bidding environment at the time. He spoke to the importance of investing in infrastructure maintenance.

**Mr. Walley** asked how old the road is.

Mr. Pristash replied that it is the original road and that it is not of good quality; he stated drainage needs to be fixed before rebuilding or resurfacing the road. He stated it would be a waste of money to do anything to fix the current surface of the road without correcting the drainage issue.

**Mr. Walley** asked what kind of surprises could be expected when demolishing a 40-year old road.

Mr. Pristash stated that he expects the change orders to be similar to that of the Aurora and Slater Subdivision projects.

**Mr. Cleworth** asked Chief of Staff Jeff Jacobson to give a Staff Report.

Mr. Jacobson stated that at the last Finance Committee Meeting, the history of the Gateway and Rickert Subdivision improvement projects were discussed. He explained that the designs were worked on during the winter months based on a budget amendment that was approved in the summer of 2015.

**Mr. Cleworth** stated that he is leaning toward Mr. Pruhs' thought of waiting until the bids come in before making a final decision. He stated that Gateway Subdivision is a priority but that there is no state revenue sharing to offset the cost of the project. He asked about the salary increase to the surveyor position in the Engineering budget.

**Mr. Pruhs** stated he has talked with numerous people who have said that they would not work as a City surveyor because the pay is too low and they can find a higher paying job elsewhere.

Ms. Randle stated that they are trying to make the rate of pay equal to that of an Engineer III in the hopes of gaining qualified applicants.

**A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE ORDINANCE NO. 6008, AS AMENDED, AS FOLLOWS:**

**YEAS:** Matherly, Cleworth, Walley, Huntington, Gatewood, Pruhs

**NAYS:** None

**Mayor Eberhart** declared the motion **CARRIED** and Ordinance No. 6008, as Amended, **ADOPTED**.

- b) Ordinance No. 6009 – An Ordinance Amending Fairbanks General Code Section 50-461(c) Political Activity, to Clarify the Prohibition on Use of City Resources to Support Proposed Legislation. Introduced by Council Member Cleworth. SECOND READING AND PUBLIC HEARING.

**Mr. Cleworth**, seconded by **Mr. Matherly**, moved to ADOPT Ordinance No. 6009.

**Mr. Cleworth** stated that he would like to hear public testimony on Ordinance No. 6009, but that the intention is to postpone the ordinance.

Robert Warren, 962 Starling Court, Fairbanks – Mr. Warren thanked the City Council for their service and for the amount of help they provide to the City. He stated that he is speaking on behalf of the Fire Firefighters Association which does not support the ordinance. He stated that the Mayor should be able to share his opinion in a timely manner on subjects that would benefit City employees. Mr. Warren stated that when Mr. Cleworth was Mayor he wrote to Senator Begich and Congressman Young and that Mayor Eberhart should be given the same respect. He asked the Council not to pass the ordinance because it was to no benefit of City employees.

Stephanie Johnson, City Dispatch Manager – Ms. Johnson stated that she was out of town during the Finance Committee meeting when the ordinance was discussed. She requested that the Council vote against the ordinance as it is currently written. She thanked Mr. Cleworth for encouraging people to speak to the ordinance. Ms. Johnson stated that the language that has been added is not only restrictive for elective officials, but also for City employees. She encouraged the Council to vote against Ordinance No. 6009.

John Ferree, 2711 Chief Alexander Drive, Fairbanks – Mr. Ferree stated that he is speaking as a City resident, not an IBEW representative. He spoke against Ordinance No. 6009, and stated that the ordinance takes away an important role of the Mayor to advocate on behalf of the City in matters of political nature and positioning for the City. Mr. Ferree stated that the way the ordinance is written is sufficient and that the proposed ordinance language is far too overreaching. He stated that he agrees with the last two people who testified; he stated that the Council should allow for some flexibility on particular political and financial matters.

Randall Aragon, City Police Chief – Chief Aragon stated he gets requests from non-profits to support efforts to enhance the quality of life of residents in the City. He stated that the ordinance would restrict his ability to help with such projects.

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

**Mr. Cleworth** provided a history of why the ordinance is of importance and cited an issue from the 1980's when there were no restrictions on use of City resources. He stated that a City Manager did not like a ballot proposition that was being introduced within the City so he used City staff and resources to ensure the proposition failed. He stated that employees were sent door-to-door to discourage citizens from voting in favor of the proposition. **Mr. Cleworth** stated that the public did not like that, so the original ordinance was written. He stated that in 2002 a Council Member used City stationery to weigh in on bills in Juneau and that the Council was unaware of it

at the time. **Mr. Cleworth** explained that when Juneau started responding about the City's official position the Council Members were shocked so they revised the original ordinance. He stated that Mayor Eberhart recently wrote a letter to Juneau on an issue that the Council had not taken a position on; he commented that some rule needs to be in place to prohibit such activities. He stated that City resources should not be used for political purposes.

**Mr. Cleworth**, seconded by **Mr. Mathelry**, moved to POSTPONE Ordinance No. 6009 until the May 23, 2016 Regular City Council Meeting.

**Mayor Eberhart** called for objection and, hearing none, declared the MOTION CARRIED.

### **NEW BUSINESS**

- a) Resolution No. 4727 – A Resolution Authorizing the City of Fairbanks to Accept Funds from the United States Department of Justice for the FFY2016 Bulletproof Vest Partnership Grant. Introduced by Mayor Eberhart.

PASSED and APPROVED on the CONSENT AGENDA.

- b) Resolution No. 4728 – A Resolution to Apply for Funding from the Office of Community Oriented Policing Services (COPS) for the FFY2016 Community Policing Development (CPD) Program. Introduced by Mayor Eberhart.

PASSED and APPROVED on the CONSENT AGENDA.

- c) Resolution No. 4729 – A Resolution Authorizing the City of Fairbanks to Accept Funds from the Alaska Highway Safety Office for the FFY2017 Traffic Safety Programs. Introduced by Mayor Eberhart.

**Mr. Matherly**, seconded by **Mr. Pruhs**, moved to APPROVE Resolution No. 4729.

**Mr. Cleworth** spoke against the resolution because the grant only funds overtime. He stated that a Work Session was held with FPD about a year ago and that some concerns were shared about the decline in citation and DUI revenues. He stated that the senior staffers get the first option of overtime and that it will pad their Public Employees Retirement System (PERS) accounts; he added that it would not be fair to the newer employees. **Mr. Cleworth** stated that if it was a grant to add an officer he would support it, but that he believes a grant which would strictly fund overtime is not good for the department.

Chief Aragon stated that FPD is understaffed and that officers are each answering about 100 calls per month. He stated that speaking to traffic revenues would be like placing a quota on officers, which does not follow the guidelines of the President's Task Force on Community Policing. Chief Aragon stated FPD is doing everything they can to hold the department together, and the increased overtime would boost morale. Chief Aragon stated that the officers are doing the best they can with the staff that they have. He stated that if the Council wants increased revenue they need to increase the number of traffic officers.

**Mr. Cleworth** stated that he understands Chief Aragon's frustration; he added that being six officers short is likely increasing overtime.

Ms. Randle stated that FPD is running about 3% high on overtime and about 1% high on wages. She stated that she wanted to ensure that there was enough money in the budget to allow for the hiring of new recruits.

**Mr. Cleworth** stated he has heard officers testify before that they get burned out when working overtime. He stated that the department is six people short and that it does not make sense to apply for overtime grant funds.

Chief Aragon stated that officers would be able to choose if they want to work overtime and that it would not be a requirement.

**Mr. Cleworth** asked Ms. Randle if there would be an increased PERS cost for any officer that is Tier 1, 2 or 3. Ms. Randle replied that the cost would increase for those employees.

**Mr. Gatewood** asked if overtime would be used with or without the grant.

Chief Aragon stated that overtime is being used already but the grant funds would go specifically toward overtime and would save wages for new hires.

**Mr. Matherly** asked if the funds were only for overtime or if some could also be used for training.

Deputy Chief Eric Jewkes stated that training is involved in the traffic grant and is listed the courses that it would cover. He stated that there is an increasingly heavy workload at FPD.

**Mr. Cleworth** asked if FPD had transferred the child safety seat program over to the Fairbanks Fire Department (FFD).

Chief Jewkes stated that the FPD is still responsible for the program.

**Ms. Huntington** stated that when you take out officers' feelings toward overtime, the bottom line is the safety of the community. She stated that she would find it difficult to vote against the funds because of the safety of her constituents; she stated that she would support the resolution.

**Mr. Pruhs** expressed agreement with Ms. Huntington. He stated that Chief Aragon has asked for the funds, and the Council should respect his request.

**Mr. Matherly** stated he is inclined to vote in favor of the resolution; he expressed appreciation for everyone's different points of view. He stated that he understands Chief Aragon does not like the word "quota" but encouraged him to inspire his officers to do a little more traffic enforcement.

**Mr. Matherly** stated he drives around and sees multiple seatbelt violations and people texting while driving. He stated that he would like to see more police presence on City streets during busy times of the day.

**Mr. Cleworth** stated he pulled the resolution because he wanted the Council to understand that the grant is not free money and that each year it will cost the City a little bit more. He stated it is the worst type of grant that the Feds have come up with; he stated that grant funding for bulletproof vests has longevity, but that an overtime grant does not defer costs. **Mr. Cleworth** stated that the federal government is more broke than the City and encouraged the Council to vote against the resolution.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE RESOLUTION NO. 4729 AS FOLLOWS:

YEAS: Pruhs, Gatewood, Huntington, Matherly  
NAYS: Cleworth, Walley  
**Mayor Eberhart** declared the MOTION CARRIED and Resolution No. 4729, APPROVED.

### **DISCUSSION ITEMS**

Permanent Fund Review Board (PFRB) – **Mr. Gatewood** stated that the PFRB met and discussed the volatility in the markets. He stated that as of April 20, 2016, there was \$121,342,996.20 in the Permanent Fund which was an increase since the last time he reported. He stated that the appropriation for 2016 from the Permanent Fund was \$4,887,583.00 and broke down where the funds would be deposited. **Mr. Gatewood** stated that Ms. Randle would hold off on the drawdown for as long as she could but with a busy construction season, it may have to happen sooner than later. He spoke to the RFP for a new investment manager and stated that the PFRB hopes to make a selection by late July or early August.

**Mr. Cleworth** asked if there was talk about asset allocation or timing in selling.

**Mr. Gatewood** stated that there was no specific discussion on those issues.

Public Safety Commission – **Ms. Huntington** stated that she could not attend the recent meeting because she had a sick child at home.

FMATS Policy Committee – **Mr. Walley** stated that the Committee met and approved the Green Streets Policy for public comment; he added that letters of support were received from many agencies. He spoke to green ideas for storm water runoff and the maintenance of drainage. **Mr. Walley** stated that FMATS is having difficulty determining the cost of maintenance on the Cushman Street Bridge. He spoke to the Transportation Alternative Program (TAP) and to the different pots of money that could possibly be tapped into. He spoke to TIP Amendment #3 that was approved regarding a project to construct a sidewalk on the north side of Wembley Avenue.

### **COMMUNICATIONS TO COUNCIL**

a) Fairbanks Diversity Council Meeting Minutes of March 8, 2016

ACCEPTED on the CONSENT AGENDA.

- b) Chena Riverfront Commission Meeting Minutes of December 9, 2015

ACCEPTED on the CONSENT AGENDA.

- c) Chena Riverfront Commission Meeting Minutes of February 10, 2016

ACCEPTED on the CONSENT AGENDA.

- d) Chena Riverfront Commission Meeting Minutes of March 9, 2016

ACCEPTED on the CONSENT AGENDA.

- e) Reappointments to the Fairbanks Diversity Council

APPROVED on the CONSENT AGENDA.

### **COUNCIL MEMBERS' COMMENTS**

**Mr. Pruhs** expressed his appreciation for Mr. Walley's service. He stated that some difficult decisions relating to FNSB appeals were made and that it is good that the City set the standard of how things need to be done. He told Mayor Eberhart to have fun on his vacation to Italy.

**Mr. Cleworth** stated that he never thought he would serve with two different Mr. Walleys and shared some history of his relationship with Perry Walley's father, Bill Walley. He wished Mr. Walley the best of luck in all of his future endeavors.

**Mr. Matherly** shared the long history he has had with Mr. Walley's family and expressed appreciation in serving with him; he stated that Mr. Walley will be missed. He stated that he spoke with Marc Marlow, owner of the Polaris Building, and that Mr. Marlow still thinks he will be able to receive funds from the National Trust. **Mr. Matherly** stated that he asked Mr. Marlow if he was optimistic about construction during 2016 and Mr. Marlow replied that he would not be optimistic unless he won the lottery. **Mr. Matherly** shared his appreciation for all the people that came out for public testimony and stated if citizens cannot make it in to testify, they could reach him by email. He stated that he met with Mr. Turney at the Clay Street Cemetery when he went there to look for a family member's headstone. He encouraged everyone to visit the cemetery and to have Mr. Turney give a tour because he has a wealth of knowledge about the cemetery. **Mr. Matherly** shared that it is honor to serve on the Council and wished Mr. Walley luck in the future.

**Ms. Huntington** shared her thoughts on the Board of Adjustment Hearing and commented that she is lucky to be part of the City Council even when she is the sole member voting a certain way on an issue. She stated she will miss working with Mr. Walley and wished him luck in the future.

**Mr. Walley** shared his sadness about leaving the City Council but stated that he is happy to be moving to North Pole because it is a good move for his family. He stated it has been a pleasure serving with Mayor Eberhart as well as Mr. Cleworth when he was Mayor. **Mr. Walley** stated he has enjoyed and appreciated all of the City staff. He stated that the Clerk's Office has their work cut out for them with three open Council seats and a Mayoral election in October. He encouraged

everyone to give public service a chance and stated that he has enjoyed his time on the Council. He commented that he may be back sometime to give public testimony.

**Mr. Gatewood** stated that it has been a pleasure and an honor to serve with Mr. Walley for the past few years. He stated that Mr. Walley brought a particular dynamic to the Council and that it will be a hard seat to fill. He stated that the next Regular Council Meeting would be a tough one and that he hoped everyone left on the Council would be in attendance because the Mayor would be in Italy. **Mr. Gatewood** gave special recognition to Bob Hajdukovich for being honored as the UAF School of Management Business Leader of the Year for 2016 because of the fantastic job he does in operating Raven Air Alaska. **Mr. Gatewood** shared that he really enjoys discussing and debating issues with fellow members of the Council. He spoke to the voluminous packet of information provided for the Board of Adjustment appeal and shared that it was a lot of work to read.

### **CITY CLERK'S REPORT**

City Clerk Daniyelle Snider spoke on behalf of the City Clerk's Office and stated that Mr. Walley and his good sense of humor would be missed.

### **CITY ATTORNEY'S REPORT**

City Attorney Ewers stated that the gift he offered Mr. Wally for a going away present was a "get out of Executive Session free" card, but that Mr. Walley has decided to stay for the Executive Session. Mr. Ewers stated that he and his office will miss Mr. Walley.

**Mr. Matherly**, seconded by **Mr. Pruhs**, moved to go into Executive Session for the purpose of discussing the Gavora, Inc. v. City of Fairbanks Litigation Strategy (Case No. 4:15-cv-00015-SLG) and Fairbanks Firefighters Union (FFU) Labor Negotiations.

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

**Mayor Eberhart** called for a ten minute recess.

*After the above motion was made and after the recording was turned off, Ms. Huntington left due to an early morning work commitment. She did not attend the Executive Session.*

### **EXECUTIVE SESSION**

- a) Fairbanks Firefighters Union (FFU) Labor Negotiations
- b) Gavora, Inc. v. City of Fairbanks, Case No. 4:15-cv-00015-SLG – Litigation Strategy

The City Council met in Executive Session to discuss FFU Labor Negotiations and Gavora, Inc. v. City of Fairbanks, Case No. 4:15-cv-00015-SLG – Litigation Strategy. Direction was given to staff and no action was taken.

**ADJOURNMENT**

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

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

**Mayor Eberhart** declared the meeting adjourned at 11:53 p.m.

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JOHN EBERHART, MAYOR

ATTEST:

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D. DANYIELLE SNIDER, CMC, CITY CLERK

Transcribed by: EB





FAIRBANKS CITY COUNCIL  
REGULAR MEETING MINUTES, MAY 9, 2016  
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 to conduct a Regular Meeting of the Fairbanks City Council at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Mayor pro tem Jerry Cleworth presiding and with the following Council Members in attendance:

Council Members Present: Joy Huntington, Seat A  
Bernard Gatewood, Seat C  
Jim Matherly, Seat D  
Jerry Cleworth, Seat E  
David Pruhs, Seat F

Absent: Seat B, Vacant  
Mayor Eberhart (Excused)

Also Present: Clem Clooten, Building Official  
Paul Ewers, City Attorney  
D. Danyielle Snider, City Clerk  
Emily Braniff, Deputy City Clerk  
Stephanie Johnson, Dispatch Center Manager  
Ben Barrio, IT Director  
Angela Foster-Snow, HR Director  
Pat Smith, Development Manager  
Randall Aragon, Police Chief  
Bob Pristash, City Engineer IV  
Jeff Jacobson, Chief of Staff  
Jim Styers, Fire Chief  
Denise Kendrick, Payroll Clerk  
Shannon Kumpula, Risk Manager  
Carrie Peterson, Controller

**INVOCATION**

The Invocation was given by City Clerk Danyielle Snider.

**FLAG SALUTATION**

Mayor pro tem Cleworth led the Flag Salutation.

**CITIZEN'S COMMENTS**

Victor Buberger, P.O. Box 58192, Fairbanks – Mr. Buberger stated he did not have an issue with the Polaris Building and that he has spoken with dozens of people who also have no issue with it.

Mr. Buberger stated that if the City is so broke that it cannot afford a public restroom then it should not have enough money to purchase the Polaris Building note. He stated that the Polaris Building is not bothering anyone and that the City should allow Marc Marlow to do with it what he wishes. He asked how Mr. Pruhs and Mr. Matherly would benefit from the sale of the Polaris Building because they are both pushing so hard to make it happen.

Denise Kendrick, P.O. Box 58061, Fairbanks – Ms. Kendrick spoke of her duties as the International Brotherhood of Electrical Workers (IBEW) Shop Steward and as a Payroll Accounting Specialist in the Finance Department. She stated that she has worked for the City for 16 years and that during such time, she has never received any reprimands or disciplinary actions against her. She stated that she has been through numerous payroll audits and has never been cited with errors. Ms. Kendrick stated that last time she came before the Council it was to receive an employee award for Professional Achievement. She addressed the egregious and defamatory statements that were made about her at the April 11, 2016 Regular City Council Meeting and stated that she wants to set the record straight. Ms. Kendrick stated that she did not take it upon herself to change the Fire Chief's wage and benefit package, but that she was directed by the Mayor's staff to make the changes. She stated that at the April 11 meeting, over thirty minutes were spent slamming her character; she stated that at the April 25 Council Meeting, only a thirty second apology was given. Ms. Kendrick stated that the short apology did not correct the record, and she asked the Council to reconsider the Fire Chief's wage and benefit vote. She asked the Council to review the facts, correct the record, and clear her good name.

Jerald Harrison, 723 27th Avenue, Fairbanks – Mr. Harrison spoke to the Mayor's APOC fine and the subsequent \$15,000.00 legal bill. He stated that politicians steal but they do not go to prison for it and added that politicians should have to take responsibility for their wrongdoings.

Frank Turney, 329 6th Avenue, Fairbanks – Mr. Turney stated that the City should block the streets around the Polaris Building and blow it up. He spoke to the minimal fine the Council attached to the violation in the pet excrement ordinance and spoke to the dangers of parvo in dogs. Mr. Turney stated that for the past 16 years he has been the caretaker of the grounds at the Clay Street Cemetery and he shared his disappointment that another company will now be maintaining the property. He shared his bewilderment that the low bidder came in one hundred dollars below his bid and stated that someone from the City had to have given out his bid amount. Mr. Turney stated that the way the maintenance RFP went out to bid was not right and that it shows the dark side of politics.

John Ferree, 2711 Chief Alexander Drive, Fairbanks – Mr. Ferree stated that he is in attendance to support Denise Kendrick. He stated that he is representing the IBEW and that he cannot support the defamatory comments that were made about Ms. Kendrick by the City's Chief Financial Officer.

Deb Hickok, 101 Dunkel Street, Fairbanks – Ms. Hickok spoke to the Polaris Building resolution and on behalf of Explore Fairbanks. She stated that in conjunction with the Fairbanks Arts Association, her organization has been assessing the feasibility of building a convention center and performing arts center on the Polaris Building property after it is torn down. She spoke in favor of Resolution No. 4732 and asked that the Council approve it.

June Rogers, P.O. Box 74044, Fairbanks – Ms. Rogers stated that she supports Resolution No. 4732. She spoke in support of the development of the downtown area and thanked Mr. Pruhs for the diligent work he has put into the resolution. She thanked Mr. Cleworth for asking her to Chair the Complete Streets Committee and stated that she has enjoyed watching things come to fruition.

Jessica Peña, 1710 Red Fox Drive, Fairbanks – Ms. Peña stated that she is in attendance to speak on behalf of the Fairbanks Arts Association and that she supports Resolution No. 4732. She stated that the long term vision for the City would benefit greatly if the Polaris Building was torn down and a performing arts center was built in its place.

Stephanie Johnson, 2702 Chief Alexander Drive, Fairbanks – Ms. Johnson thanked everyone for all the support given to the Mepsted family after their house fire.

Hearing no more requests for public comment, **Mayor pro tem Cleworth** declared Public Testimony closed.

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

**Mr. Matherly**, seconded by **Mr. Pruhs** moved to APPROVE the Agenda and Consent Agenda.

**Mayor pro tem Cleworth** asked that Hand-Carried Resolution No. 4733 be added to the Agenda.

There was no objection to adding Hand-Carried Resolution No. 4733 to the Agenda.

**Mr. Pruhs** pulled Resolution No. 4732 and the Memo of Appointment to the Clay Street Cemetery Commission from the Consent Agenda.

**Mr. Gatewood** pulled the Memo to Approve Re-assignment of Purchasing Dates from the Consent Agenda.

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

Deputy Clerk Braniff read the Consent Agenda, as Amended, into the record.

### **APPROVAL OF PREVIOUS MINUTES**

a) Regular Meeting Minutes of February 22, 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 Application for Transfer of Location and Restaurant Designation Permit:

Type: Restaurant/Eating Place, License #3381  
To: Food Factory / CNR Enterprise, LLC  
275 Bentley Trust Road, Fairbanks, Alaska  
From: Food Factory / CNR Enterprise, LLC  
44 College Road, Fairbanks, Alaska

**Mr. Pruhs**, seconded by **Mr. Matherly**, moved to PROTEST the Liquor License Application for Transfer of Location until a Certificate of Occupancy is issued for the premises.

**Mayor pro tem Cleworth** called for Public Testimony and, hearing none, declared Public Testimony closed.

**Mr. Pruhs** stated he only wishes to protest until a Certificate of Occupancy is issued by the City. He stated that the new location will be wonderful addition to the City.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO PROTEST THE LIQUOR LICENSE APPLICATION FOR TRANSFER OF LOCATION UNTIL A CERTIFICATE OF OCCUPANCY IS ISSUED FOR THE PREMISES AS FOLLOWS:

YEAS: Gatewood, Pruhs, Matherly, Huntington, Cleworth  
NAYS: None  
**Mayor pro tem Cleworth** declared the MOTION CARRIED.

## MAYOR'S COMMENTS AND REPORT

**Mayor pro tem Cleworth** stated he would hold his remarks until Council Member comments.

**Mayor pro tem Cleworth** read aloud a memo from Mayor Eberhart requesting that Mr. Pruhs be appointed to the FMATS Policy Committee since Mr. Walley was no longer on the Council.

**Mr. Gatewood**, seconded by **Ms. Huntington**, moved to ASSIGN Mr. Pruhs as the Council representative on the FMATS Policy Committee.

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

**Mayor pro tem Cleworth** asked Police Chief Randal Aragon to come forward; he read aloud a Proclamation recognizing 2016 National Police Week.

## NEW BUSINESS

- a) Resolution No. 4732 – A Resolution Authorizing Purchase of an Option on the First Deed of Trust Against the Polaris Hotel in the Amount of \$130,000.00. Introduced by Council Member Pruhs.

**Mr. Pruhs**, seconded by **Mr. Matherly**, moved to APPROVE Resolution No. 4732.

**Mr. Pruhs** stated that nothing has been done at the Polaris Building for a long time and that it is time for the City to get involved. He stated that the building was condemned by the City in 2012 and that Mr. Marlow has done nothing to rectify the issues. He stated that approving the funds to purchase the option would show Mr. Marlow that the City is serious. **Mr. Pruhs** spoke to how many residents have complained to him about the need to make something happen to the dilapidated building. He compared the Polaris Building to the “ground zero” in redeveloping the downtown area. He stated that purchasing the first deed would put the City of Fairbanks in a good position to get the ball rolling and get the property developed.

**Ms. Huntington** stated that the Polaris Building is one of the properties she had an issue with prior to becoming a Council Member and that she is happy the issue is being addressed.

**Mr. Cleworth** gave a brief history of his involvement with Mr. Marlow relating to the Polaris Building. He asked Mr. Ewers whether the City could take possession of the building if it actively pursued the condemnation of the structure. He asked if the City has to have possession of the property in order to abate it.

Mr. Ewers stated that the City has already condemned the building and that Mr. Marlow has lost the right to litigate the case.

**Mr. Cleworth** asked if the City would have to purchase the note in order to begin the abatement.

**Mr. Pruhs** stated that if a municipal entity is in possession of the note, it would make it much easier to find funding sources to help with the cost of the abatement. He stated that there is an upcoming meeting to further discuss the possibility of tearing the building down and how to drive down demolition costs.

**Mr. Cleworth** requested that the City be released from having to spend \$130,000.00 to purchase the note if the Senator’s Office extends funding for demolition.

**Mr. Pruhs** stated that it is a possibility.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE RESOLUTION NO. 4732 AS FOLLOWS:

YEAS: Matherly, Gatewood, Pruhs, Cleworth, Huntington

NAYS: None

**Mayor pro tem Cleworth** declared the MOTION CARRIED and Resolution No. 4732 APPROVED.

- b) Ordinance No. 6010 – An Ordinance Amending Fairbanks General Code Chapter 46, Article IV, Division 3 Littering, by Adding a Violation for Failing to Remove Pet Excrement and Adding a Reference in Chapter 6 Animals. Introduced by Council Members Cleworth and Pruhs.

ADVANCED on the CONSENT AGENDA.

- c) Hand-Carried Resolution No. 4733 – A Resolution Awarding a Contract to HC Contractors, Inc. for the Bjerremark Subdivision Improvement Project ITB 16-11 in the Amount of \$632,652.00. Introduced by Mayor Eberhart.

**Mr. Matherly**, seconded by **Mr. Pruhs** moved to APPROVE Hand-Carried Resolution No. 4733.

**Mr. Cleworth** requested a Staff Report from City Engineer IV Bob Pristash.

Mr. Pristash stated that the contractor's bid came in below the Engineering Department's budget for the project. He stated that the remaining grant funds that were allotted have been earmarked for beautification projects in the Bjerremark Subdivision.

**Mr. Cleworth** asked if there had been recent changes to the project.

Mr. Pristash stated that some of the signage had been changed to reduce costs; he added that some changes will create better durability of the traffic circles.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE HAND-CARRIED RESOLUTION NO. 4733 AS FOLLOWS:

YEAS:           Huntington, Matherly, Gatewood, Pruhs, Cleworth

NAYS:           None

**Mayor pro tem Cleworth** declared the MOTION CARRIED and Resolution No. 4733 APPROVED.

### **COMMUNICATIONS TO COUNCIL**

- a) Proposed Findings and Conclusions: Board of Adjustment Appeal CU2016-001

**Mr. Pruhs**, seconded by **Mr. Matherly**, moved to APPROVE the Proposed Findings and Conclusions for the Board of Adjustment Appeal CU2016-001.

**Mr. Pruhs** stated that he agrees with the proposed findings.

**Ms. Huntington** thanked Mr. Ewers for his well-balanced approach in the Findings of Fact. She stated she would be voting in favor of approving the Findings and Conclusions.

**Mr. Gatewood** asked if he could vote on the Findings and Conclusions since he recused himself from last vote regarding the appeal.

Mr. Ewers recommended that Mr. Gatewood abstain from voting on the Findings and Conclusions.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE PROPOSED FINDINGS AND CONCLUSIONS FOR THE BOARD OF ADJUSTMENT APPEAL CU2016-001 AS FOLLOWS:

YEAS: Cleworth, Pruhs, Huntington, Matherly  
NAYS: None  
ABSTAIN: Gatewood  
**Mayor pro tem Cleworth** declared the Findings and Conclusions APPROVED.

b) Memo to Approve Re-assignment of Purchasing Duties

**Mr. Pruhs**, seconded by **Mr. Gatewood** moved to APPROVE the Memo regarding the Re-assignment of Purchasing Duties.

**Mr. Gatewood** asked if another position was being created in the Finance Department.

**Mr. Cleworth** stated that a new position is not being created. He clarified that a position which will soon be vacant will be divided and that the purchasing functions will go to the Finance Department.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE MEMO REGARDING THE RE-ASSIGNMENT OF PURCHASING DUTIES AS FOLLOWS:

YEAS: Pruhs, Gatewood, Huntington, Cleworth, Matherly  
NAYS: None  
**Mayor pro tem Cleworth** declared the Memo APPROVED.

c) Permanent Fund Review Board Meeting Minutes of January 25, 2016

ACCEPTED on the CONSENT AGENDA.

d) Clay Street Cemetery Commission Meeting Minutes of February 3, 2016

ACCEPTED on the CONSENT AGENDA.

e) Appointment to the Clay Street Cemetery Commission

**Mr. Pruhs**, seconded by **Mr. Matherly**, moved to APPROVE the Appointment to the Clay Street Cemetery Commission.

**Mr. Pruhs** asked about the RFP for the Clay Street Cemetery maintenance contract; he asked Mr. Ewers if the City is required by law to award to the lowest bidder.

Mr. Ewers stated that the RFP is not on the agenda so the Council cannot discuss it under the current agenda item. He stated that Mr. Pruhs could address the issue during Council Members' Comments.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE APPOINTMENT TO THE CLAY STREET CEMETERY COMMISSION AS FOLLOWS:

YEAS: Gatewood, Pruhs, Matherly, Huntington, Cleworth

NAYS: None

**Mayor pro tem Cleworth** declared the MOTION CARRIED.

### **COUNCIL MEMBERS' COMMENTS**

**Ms. Huntington** stated that it was sad and lonely without Mr. Walley in the seat next to her and that she looks forward to a replacement. She spoke to the Mepsted family's loss and stated that she is grateful no lives were lost. She thanked Mr. Pruhs for all the work he has been putting in concerning the Polaris Building.

**Mr. Gatewood** spoke to the Women of Distinction dinner and stated that it is a great service to the community. He stated that Bonnie Johnson, Jennifer Jolis and Corlis Taylor were all honored at the dinner put on by the Farthest North Girl Scouts Council.

**Mr. Pruhs** thanked the Council for voting to purchase an option on the Polaris Building note. He extended his thoughts and prayers for the families of Trooper Gabe Rich and Trooper Scott Johnson because they are reliving the tragedy of their loved ones' deaths in court. He spoke to the tabulation of bids for the Clay Street Cemetery maintenance RFP and asked Risk Manager Shannon Kumpula if the contract had been let out yet.

Ms. Kumpula replied that the contract had not yet been signed.

**Mr. Pruhs** asked Mr. Ewers if the City had to award the contract to the lowest bidder.

Mr. Ewers stated that it depends on the language of the contract; he stated that the award usually goes to the best, responsive bidder. He stated that the low bid is not the end all of a contract award and added that other factors can be taken in to consideration.

**Mr. Pruhs** stated that Mr. Turney has maintained the cemetery for 16 years and that he gives tours to visitors. He stated that the Monzingo's bid came in just \$100.00 below Mr. Turney's bid and that the contract should stay with Mr. Turney.

**Mr. Matherly** stated that he agrees with Mr. Pruhs that Mr. Turney provides an invaluable service at the cemetery. He stated that the Polaris Building is dangerous and needs to be addressed. He stated that his wife is his woman of distinction. He encouraged everyone to get out and help on Clean-Up Day. He spoke to the morale issue at the City and apologized to Denise Kendrick for any hurt feelings he may have caused.



**Mayor pro tem Cleworth** stated that he received a phone call from one of the Magistrates at the court who wanted the City to be aware of a new crime bill taking effect. He requested that Mr. Ewers take a look at the bill and advise the Council on how the Code may need to be amended to correspond with the State changes. **Mayor pro tem Cleworth** stated that it has been an honor to work with Shannon Kumpula and that he has enjoyed her positive attitude. He asked Chief of Staff Jacobson what the policy is on employees attending Council Meetings; he stated there are a number of employees in attendance and asked if they all needed to attend.

Mr. Jacobson stated that staff should only attend meetings if they have an item they may need to address at the meeting.

**Mayor pro tem Cleworth** agreed with Mr. Jacobson.

**ADJOURNMENT**

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

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

**Mayor pro tem Cleworth** declared the meeting adjourned at 8:17 p.m.

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JOHN EBERHART, MAYOR

ATTEST:

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D. DANYIELLE SNIDER, CMC, CITY CLERK

Transcribed by: EB


# MEMORANDUM

City of Fairbanks Clerk's Office

D. Danyielle Snider, City Clerk

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TO: Mayor John Eberhart  
City Council Members

FROM: D. Danyielle Snider, CMC, City Clerk 

SUBJECT: Application for New Liquor License (Duplicate to Mayan Palace)

DATE: July 18, 2016

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The City Clerk has received notification from the Alcohol and Marijuana Control Office (AMCO) of an application for a new (duplicate) liquor license and Restaurant Designation Permit for the following applicant:

License #: **5504**  
License Type: Beverage Dispensary - Duplicate  
D.B.A.\*: **Mayan Palace**  
Licensee/Applicant: Taco Azteca, Inc.  
Physical Location: 3403 Airport Way, Fairbanks AK

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

There are **no departmental objections** to the issuance of this new (duplicate) license.

STATE OF ALASKA  
ALCOHOL BEVERAGE CONTROL BOARD  
Licensed Premises Diagram

**INSTRUCTIONS:** Draw a detailed floor plan of your present or proposed licensed premises on the graph below; show all entrances and exits, and all fixtures such as tables, booths, games, counters, bars, coolers, stages, etc.

DBA: Mayan Palace

PREMISES LOCATION: 3401 Airport Way, Fairbanks, AK 99709

Indicate scale by x after appropriate statement or show length and width of premises.

SCALE A: ~~X~~ 1 SQ. = 4 FT.

SCALE B: \_\_\_\_\_ 1 SQ. = 1 FT.

Length and width of premises in feet:

Outline the area to be designated for sale, service, storage, consumption and manufacture of alcoholic beverages in red.

**DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.** The circles represent Dining-Tables  
Bar-stools.




# MEMORANDUM

City of Fairbanks Clerk's Office

D. Danyielle Snider, City Clerk

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TO: Mayor John Eberhart  
City Council Members

FROM: D. Danyielle Snider, CMC, City Clerk 

SUBJECT: Transfer of Liquor License – Ownership, Location, Name Change and Restaurant Designation Permit

DATE: July 18, 2016

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An application has been received from the State of Alaska Alcohol and Marijuana Control Office (AMCO) for transfer of ownership, location, name change and restaurant designation permit for the following applicant:

License Type: Beverage Dispensary, License #1377  
D.B.A.: Grizzli's  
Licensee/Applicant: Wildeberry, LLC  
Physical Location: 44 College Road, Suite B, Fairbanks, Alaska

From: Rock N Rodeo Bar & Grill/Scruff N Porks, Inc.  
Location: 600 Old Steese Highway, Fairbanks, Alaska

Corp/LLC Agent:	Address	Phone	Date/State of Ltd Partner/Corp	Good standing?
Robert Hannum	PO Box 70508 Fairbanks, AK 99707	907-978-0194	05/29/2012 – Alaska	Yes

*Please note: the Members/Officers/Directors/Shareholders (principals) listed below are the principal members. There may be additional members that we are not aware of because they are not primary members. We have listed all principal members and those who hold at least 10% shares.*

Member/Officer/Director:	DOB	Address	Phone	Title/Shares (%)
Robert Hannum	04/08/1967	PO Box 70508 Fairbanks, AK 99707	907-978-0194	50%
Amber Hannum	09/24/1987	PO Box 70508 Fairbanks, AK 99707	907-978-0194	50%

Pursuant to FCG Sec. 14-178 the Council must determine whether or not to protest the liquor license action after holding a public hearing; public notice requirements of FGC Sec.14.168(2) have been met.

Please note that there are **no departmental objections** to this transfer.


# MEMORANDUM

City of Fairbanks Clerk's Office

D. Danyielle Snider, City Clerk

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TO: Mayor John Eberhart  
City Council Members

FROM: D. Danyielle Snider, CMC, City Clerk 

SUBJECT: Application for New Marijuana Cultivation Facility License

DATE: July 18, 2016

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

License #: **10279**  
License Type: **Standard Marijuana Cultivation Facility**  
D.B.A.: GoodSinse, LLC  
Licensee/Applicant: GoodSinse, LLC  
Physical Location: 2604 Davis Road, 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 the required building permits are obtained, alterations of the premises are inspected and in compliance with fire and life safety standards, and a Certificate of Occupancy is issued. There are no other departmental objections to the issuance of the license.

# Alcohol & Marijuana Control Office

**License Number:** 10279

**License Status:** New

**License Type:** Standard Marijuana Cultivation Facility

**Doing Business As:** GOODSINSE LLC

**Business License Number:** 1035647

**Designated Owner:** Daniel L. Peters

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

**Latitude, Longitude:** 69.827989, -147.782053

**Physical Address:** 2604 Davis rd.  
Fairbanks , AK 99709  
UNITED STATES

## Owner #1

**Owner Type:** Entity

**Alaska Entity Number:** 10037034

**Alaska Entity Name:** GoodSinse LLC

**Phone Number:** 9073477689

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

**Mailing Address:** 2750 Park way  
North Pole, AK 99705  
UNITED STATES

## Affiliate #1

**Owner Type:** Individual

**Name:** Danielle Peters

**SSN:** [REDACTED]

**Date of Birth:** 06/09/1978

**Phone Number:** 9073477688

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

**Mailing Address:** 2750 Park way  
North Pole, AK 99705  
UNITED STATES

## Affiliate #2

**Owner Type:** Individual

**Name:** Daniel Peters

**SSN:** [REDACTED]

**Date of Birth:** 01/24/1979

**Phone Number:** 9073477689

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

**Mailing Address:** 2750 Park way  
North Pole, AK 99705  
UNITED STATES



**Alaska Marijuana Control Board**

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

**What is this form?**

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

**What must be covered in an operating plan?**

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

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

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

**Section 1 – Establishment Information**

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

<b>Licensee:</b>		<b>License Number:</b>	
<b>License Type:</b>			
<b>Doing Business As:</b>			
<b>Premises Address:</b>			
<b>City:</b>		<b>State:</b>	<b>ZIP:</b>

<b>Mailing Address:</b>			
<b>City:</b>		<b>State:</b>	<b>ZIP:</b>

<b>Primary Contact:</b>			
<b>Main Phone:</b>		<b>Cell Phone:</b>	
<b>Email:</b>			



Alaska Marijuana Control Board

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

**Section 2 – Security**

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

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

**Restricted Access Areas (3 AAC 306.710):**

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

GoodSense will have locked doors, with signs that read “Employees Only” “Restricted Access Area - Visitors Must Be Escorted”. No more than 5 visitors per escort will be permitted. Escorts must have Identification Badge with photo. No one under 21 years of age allowed under any circumstances.

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

GoodSense staff will first request photo ID to prove at least 21 years of age. Visitors will have their their name, date, time and reason for visit recorded into logbook. Visitor will obtain a VISITOR ID badge to be worn, at all times, until signed out. The visitor will then be escorted by a GoodSense staff member at all times, until the visitor signs out and has left the building.





Alaska Marijuana Control Board

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

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

Admission would require photo ID to prove at least 21 years of age, printed name, signature of visitor, time and date in a log book. Printed name and signature of authorized escort. VISITOR ID badge returned after visitor signs out. Log book to be kept up to date at all times. Log book data will be transferred to electronic version each day.

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





**Alaska Marijuana Control Board**

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

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

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

Exterior lighting will be installed to provide sufficient lighting for all exterior doorways as well as exterior video surveillance cameras on the property.

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

Exterior doors will have door/window contacts that once separated will trip an alarm. If the correct code is not input into the keypad controller before the specified time has elapsed the system automatically calls to alert authorities. A glass break sensor will be used at the front door and window of the retail entrance. In the event that someone were to break the glass or attempt to cut through the wall these sensors would activate an alarm alerting authorities. The upper and lower cultivation areas will also be equipped with these sensors. Motion detectors will be used in the upper and lower cultivation areas that would trigger an alarm. GoodSense will utilize smoke detectors hard wired into the keypad. The keypad with panic button, fire alarm, and police alarm can be activated/deactivated with the keypad code. All security measures will have battery backup.

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:

When GoodSense is closed for business, alarm system will be activated to ensure the only exterior door, one fire escape located in each cultivation area (two total), and windows are secure. The keypad code would be necessary to deactivate the alarm. If issue arises, the owner, employee or agent of GoodSense will review video surveillance remotely, evaluate the threat, and coordinate with local law enforcement for apprehension and prosecution.



**Alaska Marijuana Control Board**

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

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

GoodSense will be diligent with their customer base in ensuring substance abusers are not served cannabis products. Known drug dealers shall have no business relationship with GoodSense, and products known to be sold after being retailed from GoodSense shall be reported to local law enforcement authorities in order to keep due diligence in preventing diversion. Licensed accountants shall maintain and review record books to ensure records are being properly prepared in accordance with all applicable laws. Record books shall match all tracking data information within state's system. All employees shall have criminal background checks to ensure they are of good moral character, and all must also obtain a Marijuana Handler Card to promote loss prevention as well as not allowing under 21 years old to be on premises.

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

Signage out front reading no loitering, no trespassing. Signs noting video surveillance in parking lot. At gate sign reading "Entering Video Surveillance Zone". Parking will be limited to one hour, unless in consumption area. GoodSense employee will patrol parking lot once per hour to enforce loitering policy.

**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:**

There will be a panic button located beneath the counter with momentary switch. It will alert authorities to a hold-up situation. Retail employees will wear portable wireless panic buttons. A motion detector at the gate will alert GoodSense employee to anyone entering property. GoodSense employee will evaluate the threat and call the proper authorities. There will be a camera at the gate primarily to obtain identification information and license plate numbers of vehicles entering and exiting the premises. A speaker and microphone will also be operational at the locked gate to be used by employees after hours.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

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

After using a notification device, employees of GoodSinse will comply to de-escalate any potential violent situation within premises attempting to get any unauthorized persons off the premises as quickly as possible, with the intention of having law enforcement, located in the immediate proximity, handle apprehension and prosecution of perpetrator. Gate cameras have taken pictures of license plates to assist in apprehension. The owner, employee or agent of GoodSinse will review video surveillance remotely, evaluate the threat, and coordinate with local law enforcement for apprehension and prosecution.

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:
Each restricted access area and each entrance to a restricted access area
Both the interior and exterior of each entrance to the facility
Each point of sale area
Each video surveillance recording:
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing
Clearly and accurately displays the time and date
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated



**Alaska Marijuana Control Board**

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

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

Video surveillance equipment shall be placed over every entrance/exit of premises recording interior and exterior, as well as all areas of the cultivation including packaging and processing per regulation. Restricted Access areas and entrances to said areas will be covered by cameras.

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:

Dedicated computers will record all surveillance video and be stored in a lockable office that is designated for employees, law enforcement, or board agent only, and clearly defined on premises diagram. Sign at entrance will read Employees Only. Video surveillance records with no event will be maintained for 40 days. Video surveillance footage 40 days and older will be overwritten daily. Footage archived will be in a format that does not permit alteration of the recorded image. All surveillance records regarding criminal activity will be maintained off site indefinitely for posterity.

**Location of Surveillance Equipment and Video Surveillance Records:**

Yes No

Surveillance room or area is clearly defined on the premises diagram

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

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

Video surveillance records are stored off-site



**Alaska Marijuana Control Board**

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

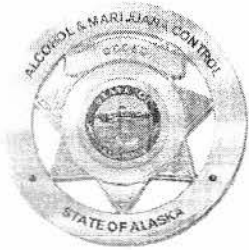
**Business Records (3 AAC 306.755):**

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

**Business Records Maintained and Kept on the Licensed Premises:**

Yes No

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



Alaska Marijuana Control Board

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

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

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

All books and records used by GoodSense, including those retained for tax purposes shall be kept at the licensed premises for the current year. A monthly backup of financial records will be kept off site for a minimum of three years. A current employee list will be maintained containing full name and marijuana handler permit numbers for each. Any business contacts, marketing and advertising records will be maintained on premises. A current diagram of premises noting any restricted access areas. A physical log book of visitors will be transferred to electronic versions each day. All books and records shall be maintained and duplicated, into electronic versions where appropriate, to have on and off site documents. GoodSense will utilize inventory tracking system adopted by the State of Alaska. Employees will be trained in its use and be diligent with tracking data. Any and all marijuana transported off premises shall be for recorded into the marijuana inventory tracking system, along with preparing a transport manifest. Any individual transporting marijuana in shall have a marijuana handler permit.



**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:**

GoodSense will be using the Alaska state approved tracking system METRC, by Franwell. Within the cultivation facility, high-speed internet connections will be utilized to ensure connectivity with the tracking software. If any technical difficulties arise, Franwell has a dedicated team of support staff who will be available to resolve any technical support issues.





**Alaska Marijuana Control Board**

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

**Section 4 – Employee Qualification and Training**

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

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

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

**Marijuana Handler Permit:**

Yes No

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

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

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

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

A Cannabis Handler's Permit will be required by GoodSense for all employees. Employees will renew their certifications through continuing education and state approved training as a requirement for employment. Valid copies of of employee handler cards will be kept on premises.



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:

On-site septic system for Wastewater. Cannabis Solid Waste will be stored until its destruction and eventual on-site composting. GoodSense will notify the board, using the inventory tracking system, at least three days in advance before any destruction or composting.

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

Wood chips. (or possibly cement for making hempcrete in the future)



**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:

GoodSense will dry, grind, and mix with compost. No unusable cannabis will leave the site. It will left to compost on site. GoodSense will notify the board, using the inventory tracking system, at least three days in advance before any destruction or composting.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

Section 6 - Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements. Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:

Yes No

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

Yes: checked box, No: empty box

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

Yes: checked box, No: empty box

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

Yes: checked box, No: empty box

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

Yes: checked box, No: empty box

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

Yes: checked box, No: empty box

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

Yes: checked box, No: empty box

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

Yes: checked box, No: empty box



**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:

All employees of GoodSinse transporting marijuana will have a marijuana handler permit. Most marijuana product cultivated will move directly to GoodSinse retail establishment located on same premises. A complete printed transport manifest will be kept with marijuana at all times. METRC will be used to record the type, amount, weight of marijuana product being transported, name of transporter, time of departure and expected delivery, the make, model, and license plate number for transporting vehicle. In the event cannabis products need to be transported off premises marijuana will be stored in a lockable compartment of the vehicle where it will remain until arrival at the destination. Transporting vehicle will travel directly to destination. The destination will only include marijuana cultivation, manufacturing, testing, or retail location. A signature from the receiving party with printed name a signature from the receiving party with printed name and marijuana handler number, time of arrival.

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

During transport, any marijuana or marijuana product will be in a sealed tamper-evident taped package in a locked storage compartment in the vehicle. The sealed package will not be opened during transport. Horizontal dual lock closet safe will be used in the vehicle during any off-site transportation of any marijuana product.



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:

GoodSense will have a total of three signs. There will be one 36 by 96 inch lighted sign near the road with name and logo, 30 inch by 96 inch at the gate saying legal cannabis, and one 42 inch by 48 inch sign above the front door with name, logo, and website.

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

Promotes excessive consumption

Represents that the use of marijuana has curative or therapeutic effects

Depicts a person under the age of 21 consuming marijuana

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



**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

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 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:

Signage on the front door will notify customers that GoodSense will require picture ID as proof that customers are 21 years of age or older. All persons must gain access through front entrance. Entrance will be monitored by a GoodSense employee to ensure all persons entering premises are 21 years of age. All persons entering will be asked to provide a valid identification with proof of age. If they can not, they will be asked to leave premises immediately.

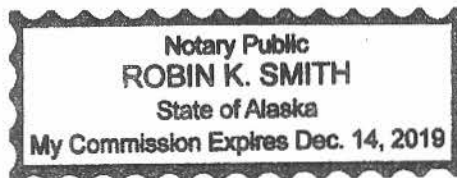
I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Daniel L. Peters

Printed name

Subscribed and sworn to before me this 2<sup>nd</sup> day of June, 2016.



Notary Public in and for the State of Alaska.

My commission expires: 12-14-2019





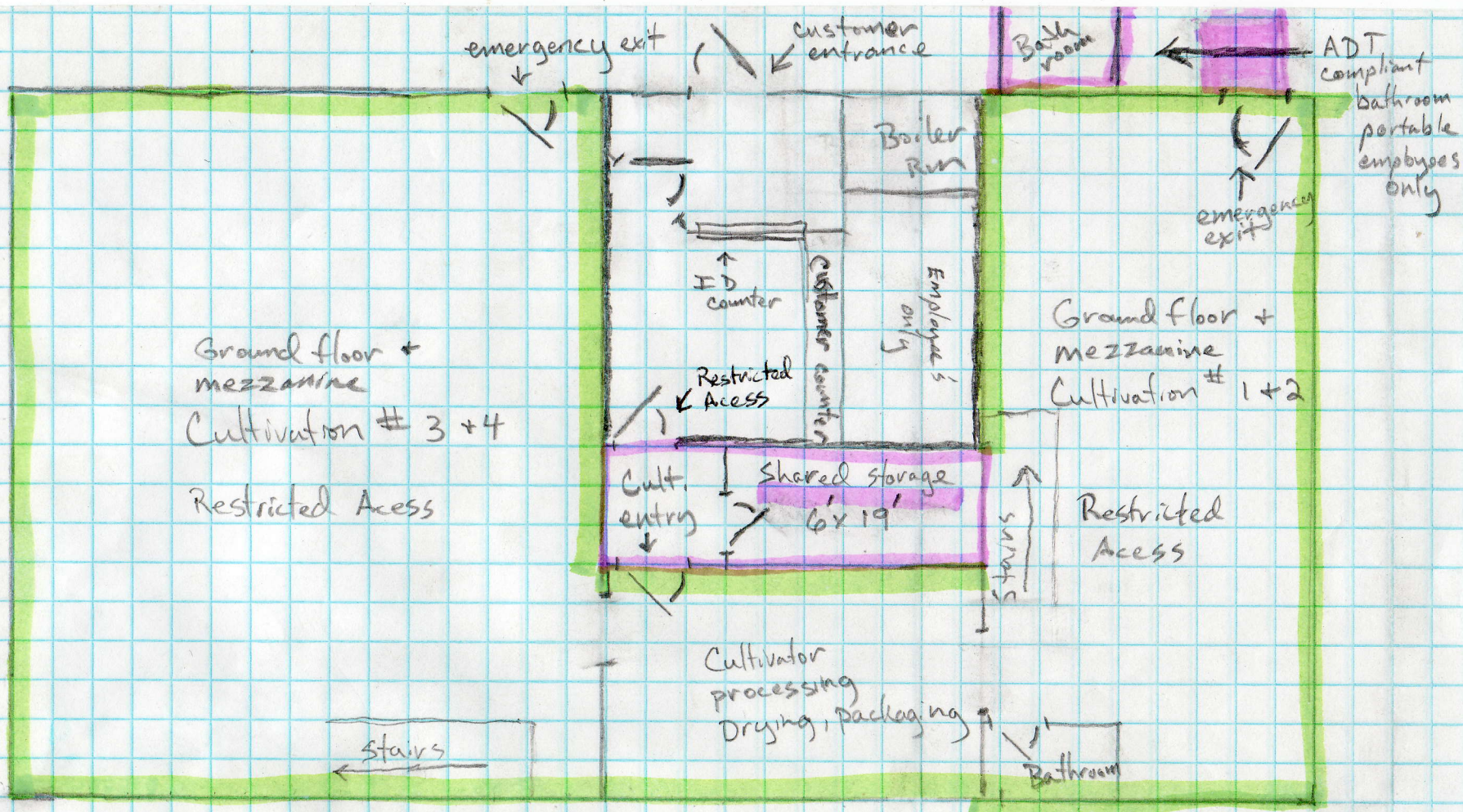
Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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(Additional Space as Needed):



Ground floor +  
mezzanine  
Cultivation # 3 + 4  
Restricted Access

Grand floor +  
mezzanine  
Cultivation # 1 + 2

Restricted  
Access

Shared storage  
6' x 19'

Cultivator  
processing  
Drying, packaging

Cultivation  
License

Shared  
spaces

Retail  
License

- Cultivation # 1 = 703 sqft
- # 2 = 703 sqft mezz.
- # 3 = 1091.5 sqft
- # 4 = 1091.5 sqft mezz.

Cult. Processing } 340 sqft  
Drying, packaging }

Retail = 323 sqft

Shared areas = 114 sqft

□ = 2'





## Alaska Marijuana Control Board

# Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

### 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.

<b>Licensee:</b>		<b>License Number:</b>	
<b>License Type:</b>			
<b>Doing Business As:</b>			
<b>Premises Address:</b>			
<b>City:</b>		<b>State:</b>	
		<b>ZIP:</b>	



**Alaska Marijuana Control Board**

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

**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

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

Treat or otherwise adulterate marijuana with any organic or nonorganic chemical or compound to alter the color, appearance, weight, or odor of the marijuana

**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:

There will be two areas under cultivation. The larger Bay will consist of a two floor cultivation area, with each being 1091.5 sq feet 37 x 29.5 for a total of 2183 sq feet. The smaller bay will also consist of a two floor cultivation area, with each being 703 sq feet 19 x 37, for a total of 1406 sq feet. The center Bay will be utilized by cultivators for processing and Storage 340 sq feet, 17 x 20. There will be a lockable storage closet for computers that is 54 sq ft, 6 x 9.



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

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

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

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



## Alaska Marijuana Control Board

# Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

Describe the marijuana cultivation facility's waste disposal arrangements:

Non-cannabis refuse will be discarded in an on-site dumpster. An on-site compost pile for unusable cannabis products will also be used.

## 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:

Charcoal air filters will be utilized, to eliminate odor from cannabis, on both the intake and exhaust air duct work. Air ionizers may be used as well to further eliminate odors.



**Alaska Marijuana Control Board**

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

**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:**

An in-house cannabis test lab will be established to inspect new harvest samples for contaminants, psychoactive potential, smell, and flavor. A trained cannabis handler will perform various tests to establish potency, taste, smell, and overall effects related to individual strands and consumption methods. An individual employee of GoodSinse shall be designated to collect a random, homogeneous sample of each harvest batch of marijuana produced at the facility in amount required by the marijuana testing facility. A signed statement, from designated employee, showing sample was selected at random will be provided to the marijuana testing facility as well as a copy maintained as a business record. Entire batch shall be segregated in a secure, cool, dry location until results from testing facility are provided in writing, to be kept as a business record. No marijuana from batch will be sold or transported until results are provided. Samples of growing medium, soil amendments, fertilizers, crop production aids, pesticides, or water will provided to board as necessary.



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

## 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read and understands and agrees to the labeling of marijuana requirements under 3 AAC 306.475	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Restricted Access Area (3 AAC 306.430):	Yes	No
Will the marijuana cultivation facility include outdoor production?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

GoodSense will cultivate cannabis inside a warehouse with no windows. No outdoor cannabis will be grown at this facility.

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.

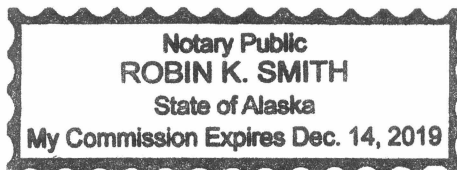
I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Daniel L. Peters

Printed name

Subscribed and sworn to before me this 2<sup>nd</sup> day of June, 2016.



Notary Public in and for the State of Alaska.

My commission expires: 12-14-2019



**Alaska Marijuana Control Board**

**Operating Plan Supplemental**

**Form MJ-04: Marijuana Cultivation Facility**

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(Additional Space as Needed):

AFFP

GoodSinse LLC is applying unde

### **Affidavit of Publication**

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

34828

Before me, the undersigned, a notary public, this day personally appeared Alicia Huckins , 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):

GoodSinse LLC is applying under 3 AAC 306.400(a)(1) for a new Standard Marijuana Cultivation Facility license, license # 10279, doing business as GOODSINSE LLC, located at 2604 Davis Rd., Fairbanks, AK 99709, UNITED STATES.

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

April 30, 2016, May 07, 2016, May 14, 2016

Publish: 4/30, 5/7, 5/14/16

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 14th day of May 2016.

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

My commission expires: December 07, 2017

NOTARY PUBLIC  
M. BURNELL  
STATE OF ALASKA  
My commission Expires December 7, 20\_\_\_\_

00008504 00034828

DANIEL PETERS  
GOODSINSE, LLC.  
2750 PARK WAY  
NORTH POLE, AK 99705

**COMMERCIAL LEASE WITH OPTION TO RENEW**

This lease made effective, as of the 24 day of ~~April~~<sup>May</sup>, 2016 between:

CARL TOMPKINS  
P.O. Box 82907  
Fairbanks, AK 99708

(hereinafter called "Landlord" or TOMPKINS)

and

GOODSINSE, LLC  
2750 Park Way  
North Pole, AK 99705

(hereinafter called "Tenant" or "GoodSinse")

who agree as follows:

1. **PREMISES:** Landlord leases to Tenant and Tenant leases from Landlord the real property commonly known as 2604 Davis Road, Fairbanks, Alaska 99709,

2. **TERM:** Except as may be altered per the provisions below, the term of this lease shall commence upon signing and expire approximately one (1) years thereafter on April 30, 2017.

3. **ACCEPTANCE OF PREMISES – POSSESSION:**

(a) Commencing upon signing of this agreement, Tenant shall have access to and possession of the entire property.

4. **RENT:** Tenant shall pay to Landlord upon the signing of this agreement THIRTY SIX HUNDRED DOLLARS (\$3600.00), representing the first and last month's six months' rent (i.e. the monthly rental rate is \$1800). Tenant shall have the following early termination options, bulleted below under this paragraph:

- Within the first six months and should Tenant fail to secure the necessary government permits for its planned property and business use, Tenant shall have the option of terminating the lease without further liability, and be entitled to a credit of the last month's rent. The first month's rent of \$1,800, however, is nonrefundable.

Rent is due on the 1<sup>st</sup> of the month and can be mailed to Landlord at this above address.

5. **SECURITY DEPOSIT:** No security deposit shall be paid. The last month's rent shall be held by Landlord in trust subject to Tenant's right of early termination consistent with Article 4 above. .

6. **TAXES, INSURANCE, UTILITIES:** During the rental term, utilities (electric, waste disposal, water, septic) and property taxes on the property shall be paid by Landlord, subject to the below.

- Fuel heating oil shall be provided and paid by Tenant.

- *Electricity:* As long as electrical usage remains in Landlord's name, Landlord shall be entitled to a deposit from Tenant of \$3,000, refundable upon lease termination. Landlord shall cover, as included within the rent, up to 4500 kilowatts per month for Tenant's use. Tenant shall be responsible for electric charges associated with monthly usage exceeding 4500 kilowatts.
- *Water:* Landlord shall cover, as included within the rent, up to 1000 gallons of water for Tenant's use. Landlord shall order and attend to assuring up to 1000 gallons of water per month for Tenant's use. For water usage exceeding 1000 gallons per month, Tenant shall be responsible for filling the water tank and for payment.
- Tenant shall be responsible for insuring its personal property. Landlord shall maintain fire and premises insurance coverage. Evidence of Insurance shall be provided upon demand by either party.
- Landlord shall maintain the boiler and the septic system, including payment for periodic septic pumping.

7. **LIMITATION ON USE - SIGNAGE:** Tenant may use the premises for all lawful uses, including (but not limited to) cannabis production, sales, warehousing, marketing, self-storage, or general storage. Tenant shall be allowed to erect signage on the property.

Tenant shall report any oil spills that require more than 24 hours to clean up. No hazardous materials shall be placed in the drains or the dumpster.

8. **NONCOMPETITION BY LANDLORD WITH TENANT'S USE:** During the term of this lease and for one year (3) following Tenant's leasing the property, landlord shall refrain from competing with Tenant in Tenant's use of the premises. Landlord's covenant not to compete is limited to within a fifty (50) mile radius of the property. In the event of breach of this covenant, the parties agree that damages to Tenant will be certain, yet difficult to prove. In recognition of that, the parties agree that liquidated damages of \$200 for each day of competition is reasonable.

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, however, for all structural and physical plant operational expenses (including boiler maintenance).

(b) **Improvements:** Tenant understands and agrees that it is leasing the premises in its "as is" condition. Tenant shall bear the sole burden and cost for any improvements. Except as noted in reference to structural and physical plant operational expenses, Landlord shall not be responsible for any improvements to the premises. Landlord consents to Tenant making alternations and improvements to the premises. Tenant shall be responsible for obtaining any necessary governmental permits for improvements.

10. **LIABILITY - INDEMNITY:** 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; 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. Without limitation, Landlord will indemnify, defend, and hold Tenant harmless from environmental liabilities relating to the property that pre-date Tenant's occupancy. For its part, Tenant shall hold Landlord harmless from environmental liabilities relating to the property that stem from Tenant's occupancy.

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.

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:** Neither party shall voluntarily assign or encumber its interest and obligations in this lease, 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 the other party's consent, which shall not be unreasonably withheld. Any assignment, encumbrances, or sublease without the other party's consent shall be voidable and, at that party'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 a party in this Lease with 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 of Landlord 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 or Landlord is a party, a receiver is appointed with authority to take possession of the premises.

An involuntary assignment shall constitute a default 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 including the below. These remedies are not exclusive; they are cumulative and in addition to any remedies now or later allowed by law.

(a) Either party, following notice and opportunity to cure extended to the other, after the other commits a default, can cure the default at the defaulting party's cost. If a party at any time, by reason of the other's default, pays any sum or does any act that requires the payment of any sum, the sum paid by the non-defaulting party shall be due immediately from the defaulting party to the other at the time the sum is paid, and if paid at a later date shall bear interest at the rate of five percent (5%) per annum from the date the sum is paid by the non-defaulting party until reimbursed by the defaulting party. The sum, together with interest on it, shall be additional rent or a credit toward rent or toward purchase, as the case may be.

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

Tenant shall be allowed to remove items specific to its business operation, including but not limited to electric upgrades, and video surveillance equipment. Tenant shall restore the main electric to its pre-lease amperage service. Video surveillance equipment and outdoor lighting with permanent fixture may be purchased by Landlord at that time at Tenant's cost, or as the parties might otherwise agree.

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, except marijuana or marijuana products. 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.

If Tenant fails to surrender the premises to Landlord on expiration or termination of the term as required by this lease, 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.



24. **OPTION TO RENEW LEASE:** (a) At Tenant's option and election, this lease can be renewed for one (1) year, subject to a three and one-half percent (3 ½ %) rent increase. Landlord grants to Tenant the option to renew the premises for one year.

(b) **NOTICE:** The election of Tenant to exercise the option to renew the premises must be evidenced by a notice in writing addressed to Landlord, sent by mail or email to Landlord.

**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 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.

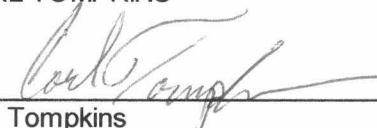
(i) Email or faxed signatures shall have the same effect as an original.

(j) At either parties' election, a customary Memorandum of Lease may be recorded.

**CAUTION: READ BEFORE SIGNING!**

LANDLORD:

CARL TOMPKINS

by   
Carl Tompkins

TENANT:

  
Daniel L. Peters GoodSense LLC

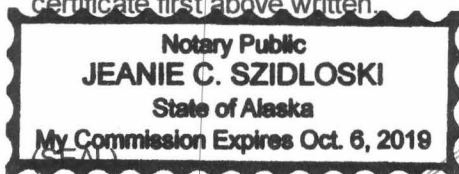
GOODSINSE, LLC

By:  Daniel L. Peters, Managing Member

STATE OF ALASKA )  
 ) ss  
FOURTH JUDICIAL DISTRICT )

THIS IS TO CERTIFY that on the 24 day of May, 2016, before me, the undersigned Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared DANIEL PETERS, to me known to be the person individually signing and who executed the within and foregoing Commercial Lease in both his individual capacity and as Managing Member of GOODSINSE, LLC and he acknowledged to me that he signed said instrument as his free and voluntary act and deed for the uses and purposes therein stated.

WITNESS my hand and official notarial seal on the day, month and year in this certificate first above written.

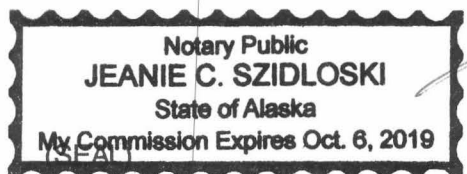


[Signature]  
Notary Public in and for Alaska  
My Commission Expires: Oct. 6, 2019

STATE OF ALASKA )  
 ) ss  
FOURTH JUDICIAL DISTRICT )

THIS IS TO CERTIFY that on the 24 day of May, 2016, before me, the undersigned Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared CARL TOMPKINS, to me known to be the person individually signing and who executed the within and foregoing Lease in his capacity as Landlord and he acknowledged to me that he signed said instrument as his free and voluntary act and deed for the uses and purposes therein stated.

WITNESS my hand and official notarial seal on the day, month and year in this certificate first above written.



[Signature]  
Notary Public in and for Alaska  
My Commission Expires: Oct 6, 2019



# City of Fairbanks

Office of the City Clerk

800 Cushman Street

Fairbanks, AK 99701

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

## ALCOHOL AND MARIJUANA CONTROL OFFICE MARIJUANA LICENSE RESPONSE FORM

- TO:  FINANCE DEPARTMENT  
 BUILDING DEPARTMENT  
 FIRE DEPARTMENT  
 POLICE DEPARTMENT

DATE: 06/24/2016

FROM: CITY CLERK'S OFFICE

RE: MARIJUANA LICENSE ACTION – NEW CULTIVATION LICENSE APPLICATION

DATE NOTICE RECEIVED AT CLERKS OFFICE: 06/24/2016 (60 DAY DUE DATE 08/23/2016)

DATE RESPONSE DUE: 07/19/2016 for City Council Meeting of 07/25/2016

License #: 10279  
 License Type: Standard Marijuana Cultivation Facility  
 D.B.A.: GoodSinse, LLC  
 Licensee/Applicant: GoodSinse, LLC  
 Physical Location: 2604 Davis Road, Fairbanks, Alaska

Corp/LLC Agent:	Address	Phone	Date and State of Ltd Partner/Corp	Good standing?
GoodSinse, LLC	5750 Park Way North Pole, AK 99705	907-347-7689	03/22/2016 - AK	Yes

Member/Officer/Director:	DOB	Address	Phone	Title/Shares (%)
Daniel Peters	01/24/1979	5750 Park Way North Pole, AK 99705	907-347-7689	Member/50%
Danielle Peters	06/09/1978	5750 Park Way North Pole, AK 99705	907-347-7688	Member/50%

### ADDITIONAL COMMENTS:

NO PROTEST:  
COMMENTS:

PROTEST

REASONS: Until the required building permits are obtained, alterations of the premises are inspected and approved to comply with fire and life safety standards, and the Certificate of Occupancy is issued.

DEPARTMENT SIGNEE: 

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.

Regular City Council Meeting Agenda July 25, 2016 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

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Danielle Peters	06/09/1978	5750 Park Way North Pole, AK 99705	907-347-7688	Member/50%

### ADDITIONAL COMMENTS:

NO PROTEST:  
COMMENTS:

PROTEST  
REASONS:

*Recommend PROTEST UNTIL ALL Fire & BLDG DEPT INSPECTIONS have been completed and CO (certificate of occupancy) has been issued*

DEPARTMENT SIGNEE:

*James N. Styeres*  
(Signature)

1 James N. Styeres  
(Printed Name) Fire Chief

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.


# MEMORANDUM

City of Fairbanks Clerk's Office

D. Danyielle Snider, City Clerk

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TO: Mayor John Eberhart  
City Council Members

FROM: D. Danyielle Snider, CMC, City Clerk 

SUBJECT: Application for New Marijuana Cultivation Facility License

DATE: July 18, 2016

---

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

License #: **10112**  
License Type: **Standard Marijuana Cultivation Facility**  
D.B.A.: **Great Alaskan Bud Company (GABCO)**  
Licensee/Applicant: **SP&C Enterprises, LLC**  
Physical Location: **1905 Livengood Avenue, 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 the required building permits are obtained, alterations of the premises are inspected and in compliance with fire and life safety standards, and a Certificate of Occupancy is issued. There are no other departmental objections to the issuance of the license.

# Alcohol & Marijuana Control Office

**License Number:** 10112

**License Status:** New

**License Type:** Standard Marijuana Cultivation Facility

**Doing Business As:** GREAT ALASKAN BUD COMPANY

**Business License Number:** 1031886

**Designated Owner:** Shawn Coyle

**Email Address:** Shawn@greatalaskanbudcompany.com

**Latitude, Longitude:** 64.504900, -147.453700

**Physical Address:** 1905 Livengood Ave.  
Fairbanks, AK 99701  
UNITED STATES

## Owner #1

**Owner Type:** Entity

**Alaska Entity Number:** 10030501

**Alaska Entity Name:** SP&C Enterprises LLC

**Phone Number:** 9076879162

**Email Address:** Shawn@greatalaskanbudcompany.com

**Mailing Address:** 1905 Livengood Ave.  
Fairbanks, AK 99701  
UNITED STATES

## Affiliate #1

**Owner Type:** Individual

**Name:** Shawn Coyle

**SSN:** [REDACTED]

**Date of Birth:** 02/06/1968

**Phone Number:** 9074604383

**Email Address:** Shawn@greatalaskanbudcompany.com

**Mailing Address:** 1905 Livengood Ave.  
Fairbanks  
UNITED STATES MINOR OUTLYING ISLANDS



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

P.O. Box 71267

Fairbanks, Alaska 99707-1267

Phone: (907) 459-1260

Fax: (907) 459-1255

planning@co.fairbanks.ak.us

**Zoning Permit Number: 17481**

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

**General Information**

**Date:** 5/13/2016

**Telephone:** 907-460-4383

**Applicant:** COYLE SHAWN

**Cell Phone:**

**Mailing Address:** 1905 LIVENGOOD AVE, FAIRBANKS AK 99701

**Email:**

**Property Description:** 0044202 LOT 5 BLOCK A ALASKA RAILROAD

**Site Address:** 1905 LIVENGOOD AVE

**Existing Use:** Commercial

**Structure:** Warehouses : 6,000 sq ft

**Proposed Use:** Commercial

**Structure:** Marijuana cultivation facility, indoor large : 10,000 square feet

**Dwelling Units:** 0

**New:** 0

**Existing:** 0

**Building Height (stories):** 2

**Total Area of Structure:** 10,000 SF

**New:** 0 SF

**Existing:** 10,000 SF

**Lot Size:** 20,000 SF

**Est. Construction Cost:** \$0

**Note:** This permit is for a marijuana cultivation facility, indoor large in a 10000 square foot structure. A separate permit must be requested for any other use, including retail. Please check with the City of Fairbanks for any permit requirements.

- I certify that I am the owner or that I am authorized to act for the owner of the property.
- I certify that this information is to the best of my knowledge true and complete.
- I acknowledge and will comply with the conditions set forth in this zoning permit.
- I understand that the holder of this permit is required to comply with all other applicable laws, including city, borough, state and federal laws.
- I agree to submit current and accurate documents if the site plan or other application materials are changed subsequent to issuance of this permit.
- I understand that this permit is appealable and that this appeal must be submitted and perfected within 15 days of the date of the decision in accordance with FNSBC 18.54.070.
- This permit is issued contingent upon the applicant obtaining the appropriate State of Alaska Commercial Marijuana Facility License.



Applicant Signature

05-13-16

Date

**Zoning Specifications**

Existing Zone: GU-1 (100%)  
 Minimum Lot Size: 40000  
 Front Yard Req: 0  
 Side Yard Req: 0  
 Rear Yard Req: 0

Flood Zone: X PROTECTED BY LEVEE (100%)

Road Service Area: No  
 Parking Spaces Req: 0  
 Building Type: Principal

**Conditions**

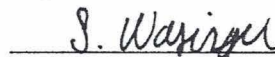
Floodplain Permit Required: No

FNSB Driveway Permit Required: No

Conditions: Marijuana cultivation facility, indoor large

Reasons: Marijuana cultivation facility, indoor large meets Title 18 requirements

Permit Approval: Approved



Zoning Official: Wasinger, S

5/13/2016

Date

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





**Alaska Marijuana Control Board**

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

**What is this form?**

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

**What must be covered in an operating plan?**

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

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

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

**Section 1 – Establishment Information**

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

<b>Licensee:</b>	SP&C Enterprises LLC	<b>License Number:</b>	10112		
<b>License Type:</b>	Standard Marijuana Cultivation				
<b>Doing Business As:</b>	Great Alaskan Bud Company, GABCO.				
<b>Premises Address:</b>	1905 Livengood Ave.				
<b>City:</b>	Fairbanks	<b>State:</b>	ALASKA	<b>ZIP:</b>	99701
<b>Mailing Address:</b>	1905 Livengood Ave.				
<b>City:</b>	Fairbanks	<b>State:</b>	ALASKA	<b>ZIP:</b>	99701
<b>Primary Contact:</b>	Shawn Coyle				
<b>Main Phone:</b>	907-479-4420	<b>Cell Phone:</b>	907-460-4383		
<b>Email:</b>	shawn@greatalaskanbudcompany.com				



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

### Section 2 – Security

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

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

#### Restricted Access Areas (3 AAC 306.710):

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

**Secure Locked Doors:**

Locked doors are up to 3 keys deep in order to gain access to interior restricted areas.

**Signs**

Signs posting restricted areas, as well as restricted locked doors.

**Video Surveillance:**

Recorded video surveillance of restricted doors, and areas pertaining to

**Fencing:**

Fenced facility with gate and barbed wire preventing random public access.

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

**Request Proposal Purpose:**

Initial written request is made to visit restricted area with a signed statement of request stating purpose or service being rendered. Propose a date and time of the facility the visitor(s) wish to be escorted through.

**Permission:**

Permission is either granted or denied depending on above circumstances or reasons. If access is granted they will receive an email that has been linked to a user pass containing a scan code. This ticket is presented at the predetermined date and time and is only valid for that allotted date/ time

**ID Check:**

The visitor presents a valid ID along with the scan-code

**Visitor Badge:**

Visitor receives a preassigned badge based on their scan-code ticket, and is photographed. The visitor is instructed on where their area is that they will be in and instructed not to deter from the escorted path, and there are no recordable devices taken inside the restrict facility unless there is a specific pre-approved device and reason.

**Escort:**

We shall limit the number of visitors to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.

**ID returned upon exit:**

Upon exiting the visitor must sign out and return badge.



**Alaska Marijuana Control Board**

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

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

**Log Files:**

All visitor information is stored in secure administrative office in a fire-proof safe with a file for every visitor to restricted areas. This file contains ID Information including current picture, badge issued, signed scan-code ticket with reason statement of purpose, time and date of entry and exit of facility secure access area.

**Off-site Storage:**

All files are stored off site after 60 days, either electronically or in paper or both for the remainder of time they need to be held.

**Log Book:**

There is a log file for anyone who accesses these files. User must identify themselves and make request to receive a cabinet key stating specific usage or reason for access. Upon approval they will sign for a key and sign out as well when finished. Any type of copying of records must be specifically approved.

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

See Attached:



Identification badge for Kevin Smith. The badge features a black retractable cord at the top, a silver metal ring, and a circular logo with a stylized 'C'. Below the ring is a white plastic tab. The main body of the badge is white and contains a color photograph of a man with glasses. Below the photo, the name "KEVIN SMITH" is printed in bold black letters. Underneath the name is a circular seal with the text "Technician", "Background Screened", and "Plus One". At the bottom of the badge, it reads "Background Screened & Drug Tested" and "Screening Date: 09/15/14".



Identification badge for PlusOne SOLUTIONS. The badge features a black retractable cord at the top, a silver metal ring, and a circular logo with a stylized 'C'. Below the ring is a white plastic tab. The main body of the badge is white and contains the text "Background & Drug Screenings by:" followed by "PlusOne ID: SMITTA01068298" and "www.plusonesolutions.net". At the bottom right, the "PlusOne SOLUTIONS" logo is displayed, with "PlusOne" in a large, stylized font and "SOLUTIONS" in a smaller font below it.



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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

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

**Exterior Lighting:**

The exterior lighting is used to facilitate surveillance. There is exterior lighting at all entrances to facilitate Video surveillance at the door. Also there is exterior building lighting to expose any unlit areas with light. Moreover the property will be uncluttered of any material that would inhibit the view by blocking light.

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

We have four camera systems in use one Samsung for outside, and three commercial VIVINT Alarm Systems to manage and secure various areas (Cultivation, Manufacturing, Retail/ Management) independently with their own alarm/emergency systems as well as their own online monitoring access and storage. Moreover, users have permission for their areas and cannot view/ access other areas. Key management have access permission to all systems and areas, thus employees are contained to their access rights.

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:

Under our procedures and protocols the alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Access is only obtained by approved security/ staff. This means the system is armed and active for intrusion detection. either by door or window using open close sensors, motion detectors, and Glass Break Sensors



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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

All Marijuana plants are tagged and monitored using the required state MICS. MCIS will monitor tracking of all MJ plants and products using tags on plants tracking cultivation information such as cultivation weights as well as processing weights start to finish. Internally we will also security cameras to monitor our processing rooms and areas, uploading content Online.

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

Only Active Customers will be permitted on premise, any person loitering will be immediately removed from the property, either willingly or escorted off. They may also be prevented from returning to premises and Police authorities will be contacted. This list will be reviewed and recorded nightly and logged weekly into a reporting system.

**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:**

Motion Sensors, Glass Break Sensors, all cameras are stored Online for viewing and recording of all cameras. activity log concerning open doors motion sensor activity etc. is also uploaded in real time and available. All camera systems and Securities are controlled Online or at the Panel in case of Internet outage etc. VIVINT uses cellular signal technology to transmit their information so it is till connected in the case of a power outage. Moreover, each system has two "Keyed" FOB's for Management and employees for a total of six FOBS each with an independent panic/ duress alarm for hold ups, police, fire, and medical emergencies.



**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

**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:**

VIVINT Security is an inclusive automatic electronic notification system that alerts local law enforcement agencies in the event of an unauthorized breach of security. VIVINT will contact the Police and main/ secondary contact regarding facility in order to establish communications with local authorities to find status of event vis-a-vis VIVINT. Live on-shift Security or Management personnel is onsite 24/7 and would be the immediate contact. Relevant breach in security will be verified and immediately inspected and reported for said break specifically the breach area for any evidence or suspects, this will be reported immediately to police upon their arrival. Building would be check and sealed following any incident and report filed immediately following the incident.

**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**

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

**Video cameras:**

Video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises within Key areas, or upon entry into restricted areas in the facility, or within 20 feet of each entrance to the licensed premises both on the inside and outside these entrances.

**Video Recording:**

Video surveillance footage and building sensor logs are streamed to the cloud for Online storage and retrieval.

**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:**

**Video Security:**

Video surveillance recording equipment and records will be housed and stored in Administrative office, and/or locked cabinets, in order to preserve integrity of the data. Moreover, the area is accessible only to authorized personnel with specific security clearance. Key individuals who have proper clearance and access to prescribed areacan escort law enforcement, or an agent of the board are individuals with access using a "Keyed" access protocol using a key pad or a remote FOB System. An access log for this data is in place for approved access and viewing, as well as video footage in the office where recording is occurring.

**Access:**

Access to video recording equipment requires a three step process.

- 1) Reason Request
- 2) Identification
- 3) Schedule/ Escort

**Log:**

An access log for this data is in place for approved access and viewing, as well as video footage in the office.

**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.

<b>Business Records Maintained and Kept on the Licensed Premises:</b>	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Records related to advertising and marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A current diagram of the licensed premises including each restricted access area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All records normally retained for tax purposes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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

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

All Surveillance video, and system data/ backups, and record systems are maintained Online and are recorded live via the Internet and stored on the cloud. Access to these records are restricted to key personnel as well as state agents and law enforcement.

Any paper records will be stored in fire proof cabinets for 6 months. All record viewing is done by appointed employees only, any other individuals must make written request by appointment only by stating specific reason and obtaining prior approval ( see procedural process for access approval). There is a log book for any records request and access, logging specific details of said access. After 6 months files are uploaded to the cloud and/or stored electronically, and/or moved to long term storage where they will be held for at least three years, seven years or more for tax records as well.

All record viewing is done by appointed and with an employee escort, any other individuals must make written request by appointment only. Records are available upon request for inspection/ review There is a log book for any record by the state of Alaska or an appointed representative.

Other records that will be held and maintained include, but are not limited to, a log book containing all records necessary to fully account for all current employees. Current business contact for video surveillance and alarms, all advertising records, premise diagram available for viewing with all areas including Restricted Access (R/A) areas, all tax records, Inventory, transport, and testing records.

Moreover, internal records regarding specific data concerning horticultural/ agricultural activities, building maintenance records and internal testing results will be stored in order to preserve all data records in one cohesive unit.



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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**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:**

GABCO cultivation production will use the State AK tracking system as well as assign a tracking label with radio tag and number to each plant over eight inches tall. When harvested, bud and flowers, clones or cuttings, or leaves and trim may be combined in harvest batches of distinct strains, not exceeding five pounds. Each harvest batch will be given an inventory tracking number.

By the use of RFID (Radio Frequency Identification) technology combined with serialized item tracking, the system creates an "end to end" surveillance system where the municipality has real-time visibility at any given time into the "inventory" at all the locations. Central control of security through RFID secure tag ID and captures perpetual inventory quantities for each entity, and Provides an inspection process with the tools necessary to complete on-site validation of inventory with audit capability and anti-piracy safeguards, supports the auditing process from a series of exception reports, and provides the industry with the means to report required inventories with minimal cost and investment - can remain cost neutral to the regulatory body.

The system maintains a secure reporting environment for participant. The regulator has access to all data, and the system provides for a real time digital transport manifest giving access to law enforcement enabling them to quickly discover illegal activity during transportation, tracks transfers between licensed premises, allows regulatory users to view all licensee activities captured in the system, and creates audit trails and tools for assessing risk and channeling resources more efficiently (e.g. system notifications and reporting).

Creates a database of analytical information to establish trends and benchmarks for marijuana production  
Allows criminal investigators to streamline field enforcement and compliance activities associated with licensees, and  
Provides aggregate data regarding cultivation, production, transportation and sales of marijuana within the regulated model using a secure web hosted solution.



Alaska Marijuana Control Board

# Form MJ-01: Marijuana Establishment Operating Plan

## Section 4 – Employee Qualification and Training

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

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

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

**Marijuana Handler Permit:**

Yes No

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

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

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

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

All employees, licensees, or agents must complete the required State of Alaska Marijuana Handler Permit, Education Course with certificate. Moreover, new employees may be required to pass a background and/ or drug test in order to obtain employment. We will use an industry trusted company such as New Corp background clearance for our personnel hiring process.



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:

GABCO 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, using a waste inventory control system with a log file documenting each transference of material to a rendered and unusable state and reporting the disposal through the state MICS. Waste water will be collected and stored until it can be picked up or disposed of in compliance with applicable federal, state, and local laws and regulations. Solid waste will be stored in bins or contained until it is disposed of or remediated if applicable. Waste products from Processing testing and/or retail sales will be stored in secure locked areas until disposal.

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

All marijuana plant waste will be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other compostable or non-compostable materials.

(1) compostable materials including used cultivation soils (dirt), food waste, yard waste, vegetable based grease or oils, or other wastes approved by the board when the mixed material can be used as compost feedstock or in another organic waste method such as an anaerobic digester with approval of any applicable local government entity.

(2) non-compostable materials including paper waste, cardboard waste, plastic waste, oil, or other wastes approved by the board when the mixed material may be delivered to a permitted solid waste facility, incinerator, or other facility with approval of any applicable local government entity.



**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:**

All solid waste such as leaves stems roots will be rendered unusable by being ground dried and rinsed with an alcohol solvent or "turned" into dirt in order to make the ground marijuana waste unusable. any other solid plant matter that becomes waste material may be rinsed with alcohol solvent solution rendering it THC and CBD free and unusable as well and can then be disposed of as ground earth matter, compost, and dirt filler as well.

Moreover, (1) in the marijuana inventory tracking system required under 3 AAC 306.730, we must give the board notice not later than three days before making the waste unusable and disposing of it; however, the director may authorize immediate disposal on an emergency basis; and (2) keep a log record of the reason for disposal, contents, weight, as well as final destination of marijuana waste made unusable.



Alaska Marijuana Control Board

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

**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

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

The marijuana or marijuana product will be in a sealed package or container, packaged in 0.3 mil. or greater. Moreover, the marijuana or marijuana product will be packaged in a tamper evident package/container and secured in a locked safe during shipment. A transport manifest must be created and the transfer recorded in the marijuana inventory tracking system. An individual transporting marijuana in compliance with this section shall have a marijuana handler permit required under 3 AAC 306.700.

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

During transport, the marijuana or marijuana product will be in a locked, safe, and secure storage compartment located in the rear on the floor or back of vehicle, and "within", the vehicle transporting the marijuana or marijuana product using a "Car Vault" or car safe, which are designed with features found in a bank vault. The console vault provides high security with bank vault designs and is engineered to fit vehicles that require bank vault security.





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:

Three to Four main signs will be posted on the Property displaying the Name/ Logo of the "Great Alaskan Bud Company" aka "GABCO". using:

- 1) up to three 6' round lighted signs in the front building area
- 2) A 60" X 80" or smaller lighted sign On the Facade

There will be Signs on on the AKRR West Business Park Sign

No sign shall exceed 4800 square inches.

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

Promotes excessive consumption

Represents that the use of marijuana has curative or therapeutic effects

Depicts a person under the age of 21 consuming marijuana

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



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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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:

GABCO will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items by posting signs stating "Persons under 21 not allowed on premises. Moreover, camera security and Identification check at the door as well to prevent any under age persons from trying to gain access to premises or Marijuana items using a valid form of ID such as a passport, unexpired drivers license/ state ID card of any state or US Territory including D/C, and Canada.

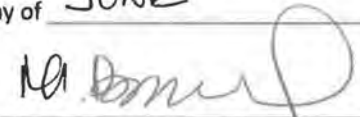
I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

  
Signature of licensee

Shawn Coyle  
Printed name

Subscribed and sworn to before me this 1<sup>ST</sup> day of JUNE, 2016.

NOTARY PUBLIC  
M. BURNELL  
STATE OF ALASKA  
My commission Expires December 7, 20    

  
Notary Public in and for the State of Alaska.  
My commission expires: 12/7/17



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

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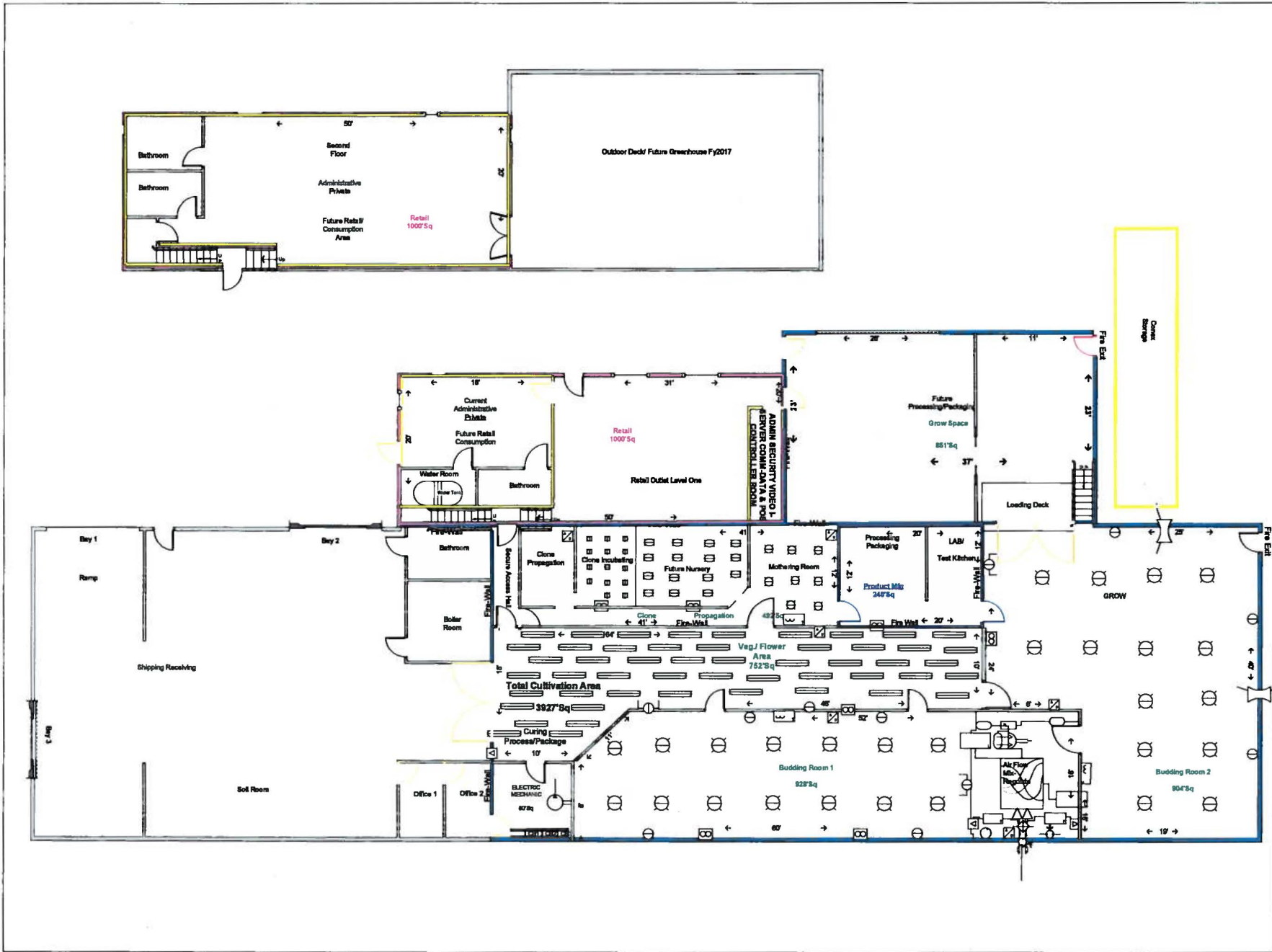
**Alaska Marijuana Control Board**

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

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**(Additional Space as Needed):**

See Great Alaskan Bud Company, GABCO, Business Plan.



- Level Meter
- Level markers
- Flowmeters
- Cybernetic Box
- Light
- Inhibitor
- Watermeter
- Moisture sensor
- Air receiver
- Pressure
- Moisture
- Pressure switch
- Humidifier
- In-cab exchanger
- Thermometer

**Great Alaskan Bud Company**  
 1905 Livengood Ave.  
 Fairbanks AK, 99701

Drawn by:  
 Olympia Technology LLC  
 3440 E Tudor Rd. #134  
 Anchorage, AK 99507  
 4822222222

**SP&C Enterprises LLC.**  
 Great Alaskan Bud Company  
 Alaska BudCo  
 1905 Livengood Ave.  
 Fairbanks AK, 99701

- Administrative
- Product Mfg.
- Restricted Areas
- Restricted Access
- Retail Store

Scale: 3/16" = 1'-0"

Created 10/5/2015  
 Modified 6/21/2016  
 Printed 6/17/2016

Great Alaskan Bud Company  
 Shawn Coyle  
 1905 Liven Good Ave.  
 Fairbanks, AK 99701

**Schematic View**

5



**Great Alaskan Bud Company**

1905 Livengood Ave  
Fairbanks AK 99701

Drawing by  
Shawn Coyle  
2/29/2015  
A. Shroyer, AK 99701  
10/1/2015

**SP&C Enterprises LLC**

Great Alaskan Bud Company  
plus a Profit  
100% Ownership  
Fairbanks AK 99701

Scale: 3/16" = 1'-0"

Created 10/5/2015  
Modified 5/29/2016  
Printed 5/29/2016

Great Alaskan Bud Company  
Shawn Coyle  
1905 Liven Good Ave.  
Fairbanks, AK 99701

Schematic View



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

### 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:	SP&C Enterprises LLC	License Number:	10112		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Great Alaskan Bud Company				
Premises Address:	1905 Livengood Ave.				
City:	Fairbanks	State:	ALASKA	ZIP:	99701



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

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[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

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

Treat or otherwise adulterate marijuana with any organic or nonorganic chemical or compound to alter the color, appearance, weight, or odor of the marijuana

**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:

For our cultivation facility area we have 5 primary spaces each contained within the same contiguous area/space under one roof with an overall potential cultivation space of 4450Sq' and a net cultivation space of 3927Sq' .

Cloning/ Nursery	492Sq'	41'X12' Rectangular
Veg./ Flower Area	752Sq'	6'X10'X52'X12'X10'X18'
Budding Room 1	928Sq'	52'X16'X60'X8'X12'
Budding Room 2	904Sq'	40'X25'X24'X6'X16'X19'
Budding Room 3	851Sq'	23'X37' Rectangular
<b>Total Cultivation</b>	<b>3927Sq'</b>	





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

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Phone: 907.269.0350

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

Mainly a soil based grow operation utilizing soils composed of (but not limited to) Peat, Perlite, Sphagnum moss, Dolomite, vermiculite, Rock-wool, clay pellets, hydroton, coconut fiber/coir.

We may utilize Hydroponic/ Aeroponic Technologies i.e. Nutrient Solution, Nutrient Film Technique (NFT), using Electrical Conductivity (EC) monitoring for nutrients. These media would be used mainly for specialty output activities such as cloning and propagation of new varieties, and custom grows as we utilize any newly developed horticultural technologies that emerge, such as vertical and horizontal growing techniques.

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

**Fertilizers:**  
General Hydroponics. Our management solution is GH Flora Series, and adjuncts. Flora Series is the original three-part nutrient based system. GH quality control makes it the cleanest agricultural grade fertilizer for cultivation, and is the most-used production nutrient today.

**Bone Meal:**  
Phosphorus, Calcium

**Blood Meal:**  
Nitrogen, Ammonia

**Potash in its traditional forms**  
potassium carbonate, K<sub>2</sub>CO<sub>3</sub>, potassium chloride (KCl), potassium sulfate (K<sub>2</sub>SO<sub>4</sub>) or potassium nitrate (KNO<sub>3</sub>).

**Chemicals:**  
Salt Peter Ca(NO<sub>3</sub>)<sub>2</sub>, Epsom Salt, MgSO<sub>4</sub>, Hydrogen Peroxide, H<sub>2</sub>O<sub>2</sub>

**Gases:**  
Carbon Dioxide, CO<sub>2</sub> (tanked).

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

The marijuana cultivation facility's irrigation and waste water systems to be used are mainly drip irrigation to be contained in smart pots limiting any excess water usage loss to near zero. Basically in this system water is inside a closed system and is not waste product, and water from limited hydroponic/ aeroponic cultivations for specialty grows and/or cloning/ propagation purposes will be remediated by using chelating techniques before being stored for pick or

Over time, every cultivation system can develop fertilizer residue as a natural part of the growing process. This accumulation can result in excess salts that will eventually become toxic. Flora-Kleen, specifically designed to dissolve fertilizer salts in our solution using chelating agents and flush excess residue, but also releases nutrient locked up between plants and the system. This connection helps plants make the most of remaining fertilizers in the water.

Moreover, if allowed we would have Bio/Eco- friendly growing containers in which plants that we "don't care for" can be grown. For example, hydroponic growing containers in which low nutrient requirement\* type of plants are grown. This way when our hydroponic crop has a solution it can no longer use, we place that solution into our other hydroponic container and leave the solution for those plants to take care off for two months. Once this happens, the solution should be very depleted of nutrients and can be disposed of by re-hydrating cleansed/dried recycled/used soil media using Flora-Kleen and allowed to dry.

Any and all other unusable waste water will be collected in an approved container in order to have it prepared for pick up or disposal using Borough approved waste water dispose sites. All disposal will be recorded in a log book with all relevant documentation.



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

Alcohol and Marijuana Control Office  
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<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

**Describe the marijuana cultivation facility's waste disposal arrangements:**

Any (non)organic waste that has ground MJ material that is not suitable for these purposes will be delivered to a suitable Borough approved landfill/ waste management site and logged as disposed of with a log of the date time and location as well as details to the materials being disposed of.

### 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:**

Having a scientific degree in Bio-Horticultural sciences I have designed, managed, and operated many laboratory arboretum facilities and environments. Maintaining semi-closed gaseous environmentally controlled systems has many benefits. These systems are surgically clean and closed to uncontrolled outside environmental factors. This being said the closed system is designed to satisfy the requirement of incoming air quality control and management of internal air quality automatically removes the possibility of internal odor from being detected outdoors, even though air is being brought in, the management of air is a air quality controlled process until scrubbed/cleansed air + heat is expelled out of the building through yet another exhaust scrubber and/or UV sanitizer.

All areas of the cultivation facility will use carbon based air scrubbers both between and among the rooms as well as any air being exhausted out of the facility being scrubbed again further by in-line Carbon cored filters. This filtration requires high volume blowers to move the air and silencers to break the sound of the powerful air movers.

Since the air scrubbers are removing odor and particulates out of the air at least 7 times per hour (about every nine minutes), 24 hours daily. Thus there is no odor buildup to detectable levels as the odor particulates are being removed as fast as they are occurring.

Moreover, there are two central air handlers, temperature controlled fans and (de)humidifiers which are used in order to maintain air temperature and moisture, which helps in the collection and management of air contaminants.

These techniques of indoor horticulture and maintaining a semi-closed environmental loop in which the atmospheric gases vapors and confluents are held at precise levels. Thus, the conditions of an indoor cultivation facility overall helps in keeping odors from escaping and being detected outside the facility.



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 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:

GABCO uses a series of industry Rapid Test Kits for detecting various contaminants in order to keep Quality Control in check. In high volume production environments horticultural facilities must test daily weekly and monthly for multiple components in order to maintain a high standard of laboratory cleanliness and non-contamination.

Daily:  
Water, soils and nutrient solutions are tested, monitored, and logged, on a daily basis for pH, fertilizer concentrations, salts, dissolved Oxygen and other gases.

Weekly:  
Inspections Tests for fungal agents, mold, bacteria, and insects/eggs, on plants and beds.

Monthly:  
Cultivation Floors walls and vents inspected and tested for fungal agents, mold, bacteria, and insects/eggs, on plants and beds.

Every MJ cultivation batch:  
Each batch ishas been tested for x-y-z and also tested for various THC's and CBD's as well. Randomly tested batches for these factors insures that the over all quality is maintained to its highest degree. Moreover, consistent timely testing prevents problems or errors from multiplying ultimately deteriorating the product qualityeven to the point of having to be destroyed.

MJ Harvest:  
Cutting and curing processes can also cause issues, it is imperative that tests for fungal agents, mold, bacteria, and insects/eggs, continues even here until the product is processed/ packaged/ or put into long term storage to prevent spoilage or damage of materials.



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

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

We ensure that any marijuana at the marijuana cultivation facility cannot be observed by the public from outside the facility.

Cultivation areas have no windows.

Cultivation is located in the interior back of the building with no widows. Access to cultivation areas is 3 doors deep with security and locks on each door with video surveillance stored 60 days.

**Restricted Access:**

Moreover, we have fencing and gates to keep random public approach, all exterior and interior entrances are locked secured 24hr/ day. We also actively use live on-site monitoring via video surveillance and door sensors as well as motion detectors.

**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.

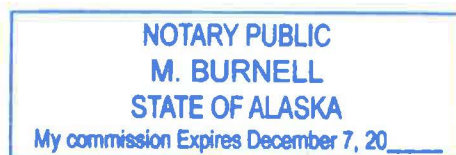


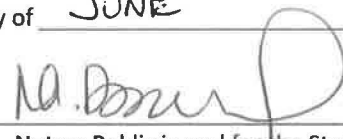
Signature of licensee

Shawn Coyle

Printed name

Subscribed and sworn to before me this 1<sup>ST</sup> day of JUNE, 20 16.





Notary Public in and for the State of Alaska.

My commission expires: 12/7/17



**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

**(Additional Space as Needed):**

AFFP

35182 SP&C Enterprises LLC i

### **Affidavit of Publication**

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

Before me, the undersigned, a notary public, this day personally appeared Alicia Huckins , 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):

35182

SP&C Enterprises LLC  
is applying for a new  
Standard Marijuana Cultivation Facility License 3  
AAC 306.400(1),  
doing business as  
GREAT ALASKA BUD COMPANY  
located at  
1905 Livengodd Ave., Fairbanks, AK 99701,  
UNITED STATES.

Interested persons should submit written comment  
or  
objection to their  
local government, the applicant, and to the Alcohol  
& Marijuana Control Office at 550 W 7th Ave, Suite  
1600, Anchorage, AK 99501.

Publish: May 15, 22, 29, 2016

May 15, 2016, May 22, 2016, May 29, 2016

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 29th day of May 2016.

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

My commission expires: December 07, 2017

00008551 00035182

SHAWN COYLE  
GREAT ALASKAN BUD COMPANY  
1905 LIVENGOOD AVE  
FAIRBANKS, AK 99701

NOTARY PUBLIC  
M. BURNELL  
STATE OF ALASKA  
My commission Expires December 7, 20\_\_

AFFP

35182 SP&C Enterprises LLC i

### Affidavit of Publication

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

35182

SP&C Enterprises LLC  
is applying for a new  
Standard Marijuana Cultivation Facility License 3  
AAC 306.400(1),  
doing business as  
GREAT ALASKA BUD COMPANY  
located at  
1905 Livengodd Ave., Fairbanks, AK 99701,  
UNITED STATES.

Before me, the undersigned, a notary public, this day personally appeared Alicia Huckins , 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 Alcohol & Marijuana Control Office at 550 W 7th Ave, Suite 1600, Anchorage, AK 99501.

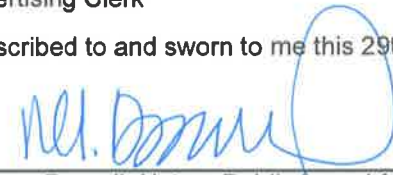
Publish: May 15, 22, 29, 2016

May 15, 2016, May 22, 2016, May 29, 2016

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 29th day of May 2016.

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

My commission expires: December 07, 2017

00008551 00035182

SHAWN COYLE  
GREAT ALASKAN BUD COMPANY  
1905 LIVENGOOD AVE  
FAIRBANKS, AK 99701

NOTARY PUBLIC  
M. BURNELL  
STATE OF ALASKA  
My commission Expires December 7, 20\_\_\_\_



**ALASKA**  
RAILROAD

**Real Estate Department**  
**Telephone:** (907)265-2617  
**Fax Number:** (907)265-2450  
**Email:** DonovanA@akrr.com

May 24, 2016

Thomas Favero  
PS&C Inc.  
1905 Livengood Avenue  
Fairbanks, AK 99701

Re: Alaska Railroad Corporation (ARRC) Contract No. 3463

Dear Mr. Favero;

Enclosed is one fully executed original of the above referenced Supplement 2. Please review and keep these documents for your records.

If you have any questions please feel free to contact me at 907.265.2617.

Sincerely,



Andrew Donovan  
Director, Real Estate

Enclosures

**Affidavit of Address**

STATE OF ALASKA  
Borough of Fairbanks North Star

The undersigned, being duly sworn, hereby deposes and says:

3. In reference to afore mentioned Schedule 1. of the Supplement No. 2 to AARC Contract No. 3463. A parcel of land located within the Alaska Railroad **Fairbanks** Reserve situated in the **Fairbanks** Recording District, fourth Judicial District, State of Alaska and Further described as follows, as a Legal Description: Lot 5 Block A of the Alaska Railroad Corporation's Chena Subdivision located in Section 9, Township 1 South, Range 1 West, Fairbanks Meridian, as shown on the Drawing Attached is 1905 Livengood Ave. Fairbanks Alaska 99701. Containing an area of 20,000 square feet more or less.

I declare that, to the best of my knowledge and belief, the information herein is true, correct, and complete.

Executed this 17<sup>th</sup> day of June, 2016.  
Thomas Favero, Leasor: Thomas Favero Leasor

**NOTARY ACKNOWLEDGEMENT**

Missouri County of Jasper  
STATE OF ~~ALASKA~~, ~~Alaska State Railroad Corporation~~, ss:

This Affidavit was acknowledged before me on this 17 day of June, 2016 by Thomas Favero Leasor, who, being first duly sworn on oath according to law, deposes and says that he/she has read the foregoing Affidavit subscribed by him/her, and that the matters stated herein are true to the best of his/her information, knowledge and belief.

[Signature]  
Notary Public

Notary Public  
Title

My commission expires 9-7-18



TREVOR BRUNING  
My Commission Expires  
September 7, 2018  
Jasper County  
Commission #14629945

**SUPPLEMENT**

**THIS SUPPLEMENT** is made on the day executed by the last signatory hereto, by and between the **ALASKA RAILROAD CORPORATION** ("Lessor"), a public corporation created pursuant to AS 42.40, whose mailing address is P.O. Box 107500, Anchorage, Alaska 99510-7500, and **PS & C PRODUCTS, INC.** ("Lessee"), an Alaska corporation, whose mailing address is 1905 Livengood Avenue, Fairbanks, AK 99701-2702.

**Recitals**

A. Lessor is the lessor of real property located in the Fairbanks Recording District, Fourth Judicial District, State of Alaska (the "Leased Premises") under that certain amended and restated lease, ARRC Contract No. 3463, dated December 4, 1992, between Lessor and Lessee (the "Lease"), as more particularly described in that certain memorandum of lease which was recorded December 10, 1992, at Book 0774, Pages 858-860 in the records of said recording district.

B. The parties intend by this Supplement to revise Paragraph 4.01 of the Lease to reflect a change in the use of the Leased Premises allowed under the Lease.

C. Article 5 of the Lease contains provisions requiring Lessee to maintain certain insurance pertaining to the Leased Premises and its business operations thereon and states that Lessor may from time to time specify higher insurance policy limits than the initial limits contained in the Lease as are consistent with prudent business practice then prevailing in the State of Alaska. The insurance policy limits currently required by Lessor for ground leases are higher than the insurance policy limits contained in the Lease. Accordingly, the further intend by this Supplement to amend the Lease to contain Lessor's current standard insurance provisions, including but not limited insurance policy limits.

**Agreement**

**NOW, THEREFORE**, in consideration of the foregoing and other good and valuable consideration, the parties agree that the Lease be amended as follows:

1. Paragraph 4.01 of the Lease is hereby deleted in its entirety and the following inserted in place thereof:

4.01 Use of Leased Premises. Lessee specifically agrees that for the term of this Lease, it shall use the Leased Premises for no other purposes other than (i) warehouse, storage and office space; and/or (ii) marijuana cultivation. Any change in use will require prior written approval of Lessor.

2. Paragraphs 5.01 through 5.04 of the Lease, pertaining to insurance, are hereby deleted in their entirety and the following inserted in the place thereof:

5.01 Workers' Compensation. Lessee shall ensure that, with respect to all personnel performing work on the Leased Premises, Lessee maintains in effect at all times during the term of the Lease, coverage or insurance in accordance with the applicable laws relating to workers' compensation and employer's liability insurance, regardless of whether such coverage or insurance is mandatory or merely elective under the law.

5.02 Liability Insurance. During the entire Lease Term, and during any holdover thereafter, whether or not authorized by Lessor, Lessee shall keep in full force and effect a policy or policies of general liability insurance which includes bodily injury, property damage, and personal injury acceptable to Lessor with respect to the Leased Premises and the business operated by Lessee in which the limits for each shall be not less than Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000) aggregate or such higher limits as Lessor may specify from time to time consistent with prudent business practice then prevailing in the State of Alaska; provided, however, that no such limit shall in any way limit Lessee's liability or be construed as a representation of sufficiency to fully protect Lessee or Lessor. The policy or policies purchased pursuant to this paragraph shall name both Lessor and Lessee as insureds, with respect to the Leased Premises and the business operated by Lessee on the Leased Premises.

5.03 Property Insurance. During the Lease Term and any holdover thereafter, whether or not authorized by Lessor, Lessee shall keep all improvements now or hereafter erected or placed on the Leased Premises insured against loss or damage on an all risk basis in an amount equal to the full replacement cost of all such improvements and shall pay all premiums thereon at the time and place the same are payable. Every policy shall be made payable in case of loss or damage to the Lessee and Lessor jointly and shall be distributed according to their interests in the improvements unless otherwise specified by this paragraph. All compensation, indemnity or other monies paid on account of any loss or damage, other than rental value insurance, shall with all convenient speed be paid out in rebuilding, repairing or otherwise reinstating the same improvements or in constructing different improvements unless Lessee exercises its option not to rebuild under paragraph 4.16 of the Lease.

5.04 Policy Provisions. Each policy of comprehensive general liability or property insurance described in paragraphs 5.02 and 5.03 of this Lease shall:

A. Provide that the liability of the insurer thereunder shall not be affected by, and that the insurer shall not claim, any right of setoff, counterclaim, apportionment, proration, or contribution by reason of any other insurance obtained by or for Lessor, Lessee or any person claiming by, through, or under any of them;

B. Provide that such policy requires thirty (30) days' notice to Lessor of any proposed cancellation, expiration, or change in material terms thereof and that such policy may not be canceled, whether or not requested by Lessee, unless the insurer first gives not less than thirty (30) days' prior written notice thereof to Lessor; and

C. Contain a waiver by the insurer of any right of subrogation to proceed against Lessor or against any person claiming by, through, or under Lessor.

5.05 Proof of Insurance. Lessee shall deliver to Lessor certificates of insurance on or before the effective date of this Lease or at such other date as agreed to in writing by Lessor. Additionally, Lessee shall deliver to Lessor photocopies of the policy or policies of insurance, certificates of insurance, or copies of endorsements as requested by the Lessor from time to time.

**EXCEPT AS HEREIN AMENDED,** all other terms and conditions of the aforesaid Lease shall remain unchanged and in full force and effect.

**IN WITNESS WHEREOF,** the parties have executed this Supplement as of the dates set out below.

**ALASKA RAILROAD CORPORATION**

Dated: 5/16/2016

By: 

James W. Kubitz

Vice President, Corporate Planning & Real Estate

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

PS & C PRODUCTS, INC.

Dated: 4-21-16

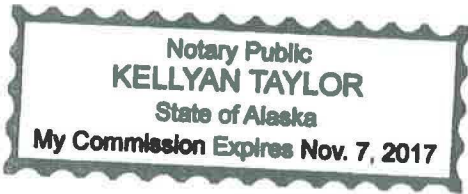
By: Thomas Favero V Pres

Printed Name: THOMAS FAVERO

Title: V. Pres

STATE OF ALASKA )  
 )ss.  
THIRD JUDICIAL DISTRICT )

The foregoing instrument was acknowledged before me this 11e day of May, 2016, by James W. Kubitz, Vice President of Corporate Planning & Real Estate of the Alaska Railroad Corporation, a public corporation created by Alaska Statute 42.40, on behalf of the corporation.



Kellyan Taylor  
Notary Public in and for Alaska  
My Commission expires: 11/7/17

Missouri  
STATE OF ~~ALASKA~~ )  
County of Jasper )ss.  
FOURTH JUDICIAL DISTRICT )

The foregoing instrument was acknowledged before me this 21 day of April, 2016, by Thomas Favero, the Vice President of P S & C Products, Inc., an Alaska corporation, on behalf of the corporation.

Trevor Bruning  
Notary Public in and for ~~Alaska~~ Missouri  
My Commission expires: 9-7-18



TREVOR BRUNING  
My Commission Expires  
September 7, 2018  
Jasper County  
Commission #14629945

PS & C Products, Inc.  
Lease Contract No. 3463

SCHEDULE 1

LEGAL DESCRIPTION

A parcel of land located within the Alaska Railroad Fairbanks Reserve situated in the Fairbanks Recording District, Fourth Judicial District, State of Alaska and further described as follows:

Lot 5, Block A of the Alaska Railroad Corporation's Chena Subdivision located in Section 9, Township 1 South, Range 1 West, Fairbanks Meridian, as shown on the drawing attached. Containing an area of 20,000 square feet, more or less.

RECORDERS OFFICE RETURN TO:  
ALASKA RAILROAD CORPORATION  
ATTN: REAL ESTATE  
P.O. BOX 107500  
ANCHORAGE, AK 99510-7500

# SUBLEASE AGREEMENT

## **PARTIES:**

***THIS SUBLEASE, DATED 01/10/2016, IS EXECUTED BY AND BETWEEN*** PS & C Products Inc whose address is 728 CHENA RIDGE ROAD, FAIRBANKS, Alaska 99709 (hereinafter referred to as the "Sublessor") and SP AND C ENTERPRISES LLC (hereinafter referred to as the "Sublessee"). A copy of the original Lease is attached to this Sublease Agreement and is incorporated herein. The Sublessee agrees to comply with all the terms and conditions of the original Lease.

## **PREMISES:**

The Sublessor herein agrees to sublease to the Sublessee, and the Sublessee herein agrees to sublease from the Sublessor for the balance of the lease term, and upon all of the conditions set forth herein, the real property located at 1905 Livengood Ave, Fairbanks in the County of North Star, in the State of Alaska and ZIP code of 99701, herein described as LOT 5 BLOCK A OF ALASKA RAILROAD CHENA SUB LOCATED IN FAIRBANKS, ALASKA NORTHSTAR BOROUGH

Parcel Number 0044202. Said real property, including any land and any improvements thereon, shall hereinafter be referred to as the "Premises."

## **EMERGENCY CONTACT INFORMATION:**

If during the sublease any issues or problems arise with the Premises, the Sublessee agrees to contact TOM FAVERO at the telephone number of 4174377556.

***WHEREAS***, the Landlord, PS & C PRODUCTS INC, by the signing of this Sublease Agreement herein approves of the Sublessee's occupancy of the Premises subject to the terms and conditions set forth hereinafter. In consideration of the mutual promises and covenants exchanged between the Landlord and the Sublessor and the Sublessee herein, it is hereby agreed as follows:

## **TERM:**

The term of this sublease shall be for a period of 5yrs, commencing on 01/10/2016, unless otherwise stipulated herein.

## **DELAY IN COMMENCEMENT OF SUBLEASE:**

In the event that the Sublessor is not able to deliver possession of the Premises to the Sublessee on the aforementioned commencement date, the Sublessor shall not therefore be held liable, nor shall such failure affect the validity of this lease or obligations of the sublease hereunder or extend the term thereof, but in such case as a delay in commencement should occur, the Sublessee shall not be obligated to pay any rent until such time as the Sublessee takes possession of the Premises.

However, in the event that the Sublessor does not deliver possession of said Premises to the Sublessee within sixty (60) days from the aforementioned commencement date, the Sublessee



may at their sole discretion, by way of written notice to the Sublessor, may cancel this Sublease, and at which time the parties shall be discharged and released from any and all obligations associated with this Sublease.

**MONTHLY LEASE AMOUNT:**

The Sublessee shall pay to the Sublessor a monthly rental amount of \$300.00 on the First day of each month for the duration of this lease term. Upon the signing of this Sublease Agreement, the Sublessee shall pay to the Sublessor the first month's rent in advance.

All future monthly payments shall be sent shall be mailed or hand delivered to the Sublessor at the aforementioned address in paragraph one (1) or to such other person or place as the Sublessor may designate in writing.

**USE OF PREMISES:**

The Sublessee shall have complete use and control of the Premises for the duration of the Sublease Agreement, until such time as the sublease expires.

**CONDITION OF PREMISES:**

The Sublessee agrees to hook up/pay for the following utilities:

gas, electric, water, trash removal, cable tv, telephone, internet service

The Sublessee acknowledges that the premises are in good repair and in safe and clean condition unless otherwise indicated below:

**Smoke Alarms:**

No. of Units: 4      Tested:  Yes     No      Working:  Yes     No

<b>KEYS &amp; REMOTES:</b>	<b>QUANTITY</b>	<b>RECEIVED</b>	<b>RETURNED</b>
Door Keys	2	2	
Mailbox Keys			
Security Cards			
Garage Door Remotes	1	1	
Laundry Room Keys			
Recreational Facilities Keys/Cards			

**WASTE, NUISANCE OR UNLAWFUL USE:**

The Sublessee shall not cause or allow waste on the Premises, or maintain or permit to be maintained a nuisance on the Premises, or use or permit the Premises to be used in an unlawful manner.

**ATTORNEY'S FEES:**

In the event that of a breach of this agreement or should legal recourse be deemed necessary by

either party to this Sublease Agreement, the parties herein agree that the prevailing party shall have the right to recover as part of the judgment reasonable attorney's fees, filing fees and/or court costs.

**REDECORATION OR ALTERATIONS:**

The Sublessee shall not redecorate or make any alterations to the Premises, in any way, that would constitute the making of alterations, or repaint the walls or woodwork, without first obtaining Sublessor's written consent to the alterations or redecoration.

**BINDING EFFECT:**

This Sublease Agreement shall inure to the benefit of and be binding on the heirs, successors, executors, administrators and assignees of the parties.

**GOVERNING LAW:**

This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Alaska.

The Sublessee states and warrants that s/he is of the age of majority, being of the age of 18 or older, and has the legal capacity to enter into a mutually binding contractual agreement.

The undersigned have read the foregoing Sublease prior to execution and hereby acknowledge receipt of a copy of this Sublease Agreement.

*PS & C Products Inc*

*1-10-2016*

(Sublessor Signature) *Tom Favero*

(Dated)

**NAME:** PS & C Products Inc  
**ADDRESS:** 728 CHENA RIDGE ROAD  
**CITY, STATE, ZIP:** FAIRBANKS, Alaska 99709  
**TELEPHONE:** 4174377556

*SP & C Enterprises LLC*

*1-10-2016*

(Sublessee Signature) *Shawn Coyle Pres* (Dated)

**NAME:** SP AND C ENTERPRISES LLC  
**TELEPHONE:** 9074794420  
**Driver's License or ID Number:** *AK 7062511*

May 12, 2016

Thomas Favero  
PS&C Products, Inc.  
1905 Livengood Avenue  
Fairbanks, AK 99701

Re: Alaska Railroad Corporation (ARRC) Ground Lease, Contract No. 3463  
(PS&C Products, Inc., Lessee)  
Non-objection to Sublease Agreement

Dear Mr. Favero:

The Alaska Railroad Corporation ("ARRC") received information indicating your intention to enter into a proposed Sublease Agreement between PS&C Products, Inc., an Alaska corporation ("Lessee") and SP&C Enterprises, LLC, an Alaska limited liability company ("Subtenant"). Please accept this letter of non-objection to the Sublease Agreement, subject to the conditions listed below.

- The Sublease Agreement is subject to and subordinate to all the terms and provisions of that certain lease dated December 4, 1992 between the Alaska Railroad as lessor and PS&C Products, Inc. as lessee, and designated as ARRC Contract No. 3463 (the "Ground Lease"). In the event of any inconsistency between the provisions of the Ground Lease and the Sublease Agreement, the Ground Lease shall control.
- If the Ground Lease is terminated by reason of a default by Lessee under the Ground Lease, or for any other reason, Subtenant, upon notice of such termination, shall then attorn to ARRC and shall recognize ARRC as its direct contracting party under the Sublease Agreement; provided, however, that ARRC may elect upon such termination of the Ground Lease to terminate the Sublease Agreement and Subtenant's right to possession of the property. Subtenant shall execute and deliver, at any time after termination of the Ground Lease and upon the request of ARRC, any instrument necessary or appropriate to evidence such attornment.
- ARRC's non-objection is conditioned on Subtenant conforming to the terms and conditions of the Ground Lease, which terms and conditions ARRC shall enforce upon Lessee. No agreement entered by Lessee with Subtenant, including but not limited to the proposed Sublease Agreement, shall be binding upon ARRC and in no event will ARRC be liable for any obligations of Lessee under any such agreement.
- Subtenant shall indemnify, defend and hold harmless ARRC and its employees, agents and contractors from any and all claims and/or judgments for monetary damages, injunctive relief,

Mr. Thomas Favero  
May 12, 2016  
Page 2

employment liens, materialmen's liens, and costs and attorney fees, which may be asserted against ARRC in any administrative or judicial forum and which are alleged to have arisen out of Subtenant's occupancy under the Sublease Agreement, which shall include any claim for property damage, bodily injury or death, emotional or other non-physical injury, or violation of employment, environmental, or public safety laws, ordinances or codes by Subtenant or by any of its contractors or subcontractors using the premises for any activity, whether within or outside the scope of activities authorized by Lessee. The provisions contained in this paragraph shall not be given effect if the active negligence of ARRC or its employees is the sole proximate cause of any injury or damage done to the party asserting the claim.

- Subtenant shall name Alaska Railroad Corporation as additional insured any insurance coverage provided to Lessee by Subtenant. Such insurance coverage shall include liability insurance protecting against liability for property damage and personal injury with respect to the subleased premises and the activities of Subtenant conducted thereon or elsewhere on ARRC property under the Sublease Agreement, including but not limited to the cultivation of marijuana and marijuana products.

Occupants authorized by this letter are:

SP&C Enterprises, LLC

Please have SP&C Enterprises, LLC indicate its understanding of and commitment to adhere to the above-stated conditions by signing a copy of this letter and returning it to the undersigned.

If you have any questions, please call me at 907.265.2617.

Sincerely,



Andrew Donovan  
Director, Real Estate

**Agreement to be Bound:**

By authorized signature hereto, the undersigned acknowledges the above-listed conditions are binding upon SP&C Enterprises, LLC

Dated: 05-13-16

SP&C Enterprises, LLC

By: 

Its: Shawn Coyke (owner)



Fairbanks North Star Borough  
809 Pioneer Road  
Fairbanks, Alaska 99701-2813

Date: 06/17/2016

PS & C PRODUCTS INC  
ALASKA RAILROAD CORPORATION  
1905 LIVENGOOD AVE  
FAIRBANKS AK 99701 2702

RE: Physical Addresses (Property Acct# 0044202)

Dear Owners:

The Fairbanks North Star Borough Code (17.10.100) requires all areas of the FNSB to use the borough-wide FNSB street addressing system. The Fairbanks North Star Borough has assigned the following physical address(es) to the existing structure on

LOT 5 BLOCK A ALASKA RAILROAD CHENA  
as located on the attached site plan.

The assigned address(es) for your property is:  
1905 LIVENGOOD AVE

For rapid and accurate dispatch of E-911 emergency aid (fire, police, ambulance), it is imperative that you post your numbers so they are clearly visible from the road.

Check with your phone and other telecommunication providers to insure the proper address appears in the E911 database.

Please post your numbers clearly on the structure, and at the driveway entrance if the building is not visible from LIVENGOOD AVE

Reflective house number signs may be available free of charge from:

Fairbanks Fire Department (907) 450-6615

This letter should provide the necessary legalities for informing all applicable utility, title, mortgage, and insurance companies of the addresses assigned. If you have any questions, please contact me at Fairbanks North Star Borough, Department of Community Planning 459-1264.

Sincerely,

Bill Witte, GIS Tech – Street Addressing/E911  
Ph: 907-459-1264 Email: bwitte@fnsb.us  
Department of Community Planning



# City of Fairbanks

Office of the City Clerk

800 Cushman Street

Fairbanks, AK 99701

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

## ALCOHOL AND MARIJUANA CONTROL OFFICE MARIJUANA LICENSE RESPONSE FORM

- TO:  FINANCE DEPARTMENT  
 BUILDING DEPARTMENT  
 FIRE DEPARTMENT  
 POLICE DEPARTMENT

DATE: 06/28/2016

FROM: CITY CLERK'S OFFICE

RE: MARIJUANA LICENSE ACTION – NEW CULTIVATION LICENSE APPLICATION

DATE NOTICE RECEIVED AT CLERKS OFFICE: 06/28/2016 (60 DAY DUE DATE 08/26/2016)

DATE RESPONSE DUE: 07/19/2016 for City Council Meeting of 07/25/2016

License #: 10112  
 License Type: Standard Marijuana Cultivation Facility  
 D.B.A.: Great Alaskan Bud Company, GABCO  
 Licensee/Applicant: SP&C Enterprises, LLC  
 Physical Location: 1905 Livengood Avenue, Fairbanks, Alaska

Corp/LLC Agent:	Address	Phone	Date and State of Ltd Partner/Corp	Good standing?
SP&C Enterprises, LLC	1905 Livengood Avenue Fairbanks, AK 99701	907-479-4420	06/29/2015 - AK	Yes

Member/Officer/Director:	DOB	Address	Phone	Title/Shares (%)
Shawn Coyle	02/06/1968	1905 Livengood Avenue Fairbanks, AK 99701	907-460-4383	Member/100%

### ADDITIONAL COMMENTS:

NO PROTEST:

COMMENTS:

PROTEST

**REASONS: Until the required building permits are obtained, alterations of the premises are inspected and approved to comply with fire and life safety standards, and the Certificate of Occupancy is issued.**

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.  
Regular City Council Meeting on 07/25/2016. 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

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SP&C Enterprises, LLC	1905 Livengood Avenue Fairbanks, AK 99701	907-479-4420	06/29/2015 - AK	Yes

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Shawn Coyle	02/06/1968	1905 Livengood Avenue Fairbanks, AK 99701	907-460-4383	Member/100%

### ADDITIONAL COMMENTS:

NO PROTEST:

### COMMENTS:

PROTEST

REASONS:

*RECOMEND Protest until All Fire & BLDG Dept Inspections have been completed and CO (Certificate of Occupancy) has been issued*

DEPARTMENT SIGNEE:

*James N. Styers*  
(Signature)

*James N. Styers*  
(Printed Name) *Fire Chief*

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.  
Regular City Council Meeting Agenda July 28, 2016  
IF YOU HAVE ANY QUESTIONS CALL OUR OFFICE AT 459-6774. THANK YOU.

**ORDINANCE NO. 6022, AS AMENDED**

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE  
SECTION 14-178 TO CLARIFY THE CITY'S REQUIREMENTS FOR  
DOWNTOWN LIQUOR LICENSE APPROVALS**

**WHEREAS**, Fairbanks General Code Section 14-178 addresses the City Council's review of issuance, renewal, and transfer of liquor licenses and needs to be updated.

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

**Section 1.** Fairbanks General Code Chapter 14, Article V, Sec. 14-178(b), is amended as follows [new text in **bold/underline** font; deleted text in ~~striketrough~~ font]:

**Sec. 14-178. City council review of license issuance, renewal or transfer.**

(b) The city council **will** ~~may~~ protest the issuance, transfer or renewal of a license if it determines any of the following conditions exist:

- (1) The business operated under the license is, on the date the city council considers the application, delinquent in the payment of any sales tax or hotel/motel tax or penalty or interest on such taxes arising out of the operation of the licensed premises.
- (2) There are delinquent property taxes or local improvement district assessments or penalty or interest arising out of real or personal property owned in whole or in part by any person named in the application as an applicant where such property is used, or is to be used, in whole or in part, in the business conducted or to be conducted under the licenses.
- (3) There is a delinquent charge or assessment owing the city by licensee for a municipal service provided for the benefit of the business conducted under the license or for a service or an activity provided or conducted by the city at the request of or arising out of an activity of the business conducted under the license.
- (4) If the application is for the issuance of a package store license or a restaurant or eating place license and after the issuance there would be more than one license of the type for which the application is made for each 1,500 people, or fraction, residing within the city, or such higher number of people as may be established by state statute or regulation for such licenses.



- (5) The business to be operated under the license would violate the zoning code of the borough and/or increase the density of more than three beverage dispensary licenses within a two block radius of a zoned residential neighborhood. A beverage dispensary license applicant for initial transfer of the same who wishes to be located in an area zoned as commercial must conform to this requirement.
- (6) The business is for locations within the downtown Fairbanks area bounded by Barnette Street, extended from the north bank of the Chena River to **Gaffney Road, eastwest on Gaffney to Noble Street, north on Noble to Sixth Avenue, East on Sixth Avenue Fifth Avenue, down Fifth Avenue to Hall Street, thence north on down Hall Street across the Wendell Street Bridge to Minnie Street, west on Minnie to Illinois Street, then south on Illinois** ~~thence along the north bank of the Chena River downstream to Barnette Street, extended to the point of beginning.~~ The only alcoholic beverage license applications for new licenses or transfer of existing licenses to locations within the boundaries specified in this subsection which the city will not protest are those **that are for restaurants with full food service offered** ~~which the applicant can demonstrate will contribute to the revitalization of the downtown area. All such applicants will have a heavy burden in introducing evidence that their license will contribute to such revitalization.-~~
- (7) Within 1,000 feet of senior citizens' apartment housing.
- (8) Within 1,000 feet of an inpatient or outpatient alcohol treatment center, and alcohol halfway house.

**Section 2.** That the effective date of this ordinance shall be the \_\_\_\_ day of June 2016.

**John Eberhart, City Mayor**

AYES:  
 NAYS:  
 ABSENT:  
 ADOPTED:

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
 Paul Ewers, City Attorney

**ORDINANCE NO. 6022, AS AMENDED**

(Proposed Substitute)

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE  
SECTION 14-178 TO CLARIFY THE CITY'S REQUIREMENTS FOR  
DOWNTOWN LIQUOR LICENSE APPROVALS**

**WHEREAS**, Fairbanks General Code Section 14-178 addresses the City Council's review of issuance, renewal, and transfer of liquor licenses and needs to be updated.

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

**Section 1.** Fairbanks General Code Chapter 14, Article V, Sec. 14-178(b), is repealed and reenacted as follows:

**Sec. 14-178. City council review of license issuance, renewal or transfer.**

(b) City council protests:

**Mandatory:** The council will protest the issuance, transfer or renewal of a license if it determines any of the following conditions exist:

- (1) The business operated under the license is, on the date the city council considers the application, delinquent in the payment of any sales tax or hotel/motel tax or penalty or interest on such taxes arising out of the operation of the licensed premises.
- (2) There are delinquent property taxes or local improvement district assessments or penalty or interest arising out of real or personal property owned in whole or in part by any person named in the application as an applicant where such property is used, or is to be used, in whole or in part, in the business conducted or to be conducted under the licenses.
- (3) There is a delinquent charge or assessment owing the city by licensee for a municipal service provided for the benefit of the business conducted under the license or for a service or an activity provided or conducted by the city at the request of or arising out of an activity of the business conducted under the license.
- (4) The business is for locations within the downtown Fairbanks area bounded by Barnette Street, extended from the north bank of the Chena River to Gaffney Road, east on Gaffney to Noble Street, north on Noble to Sixth Avenue, east on Sixth Avenue to Hall Street, north on Hall Street across the Wendell Street Bridge to Minnie Street, west on Minnie to Illinois

Street, then south on Illinois to the point of beginning. The only alcoholic beverage license applications for new licenses or transfer of existing licenses to locations within the boundaries specified in this subsection which the city will not protest are those that are for a “restaurant or eating place license” as defined under Alaska Statute 04.11.100(e). This subpart does not apply to license renewals for establishments in operation within the described area on the effective date of this ordinance.

Optional. The council may protest the issuance, transfer or renewal of a license if it determines any of the following conditions exist:

- (1) If the application is for the issuance of a package store license or a restaurant or eating place license and after the issuance there would be more than one license of the type for which the application is made for each 1,500 people, or fraction, residing within the city, or such higher number of people as may be established by state statute or regulation for such licenses.
- (2) The business to be operated under the license would violate the zoning code of the borough and/or increase the density of more than three beverage dispensary licenses within a two block radius of a zoned residential neighborhood. A beverage dispensary license applicant for initial transfer of the same who wishes to be located in an area zoned as commercial must conform to this requirement.

**Section 2.** That the effective date of this ordinance will be the \_\_\_ day of July 2016.

\_\_\_\_\_  
**John Eberhart, City Mayor**

AYES:  
NAYS:  
ABSENT:  
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Paul Ewers, City Attorney

**ORDINANCE NO. 6024**

**AN ORDINANCE TO PLACE BEFORE CITY VOTERS THE QUESTION OF AMENDING CHARTER SECTION 11.3, ELECTIONS: CANDIDATES, FILING, AND CHARTER SECTION 2.2, COUNCIL: QUALIFICATION OF MEMBERS, VACANCIES, TO COORDINATE CANDIDATE FILING DATES WITH THE FAIRBANKS NORTH STAR BOROUGH AND TO CORRECT RESIDENCY REQUIREMENTS**

**WHEREAS**, regular elections of the City of Fairbanks, the City of North Pole, and the Fairbanks North Star Borough (FNSB) are held annually on the first Tuesday in October; and

**WHEREAS**, the FNSB recently amended its code of ordinances to set the dates for filing declarations of candidacy from July 15th to July 29th; and

**WHEREAS**, the FNSB listed the following reasons to support changing the dates for filing declarations of candidacy: the current mid-August deadline for filing for local offices shortens local campaigns and the time period available to learn about candidates; and the Tanana Valley fair, typically held in early August before the local filing deadlines, would otherwise provide an excellent opportunity for candidates to meet, hear and interact with borough citizens; and

**WHEREAS**, currently the dates for filing declarations of candidacy for City elective office are from August 1 to August 15; and

**WHEREAS**, to the extent possible, the City of Fairbanks tries to maintain uniformity with the FNSB in its election timelines and procedures; and

**WHEREAS**, the proposed changes to Charter Sec. 11.3 will allow the City to make the City's declaration of candidacy filing period identical to the Borough's, while maintaining flexibility in case a change is needed in the future; and

**WHEREAS**, as originally written, Charter Sec. 11.3 contained a three-year residency requirement for candidates running for city elective office; and

**WHEREAS**, the Alaska Supreme Court, in the case of *Pelozo v. Freas*, 871 P.2d 687 (Alaska 1994), ruled that a three-year residency requirement for local elective office was unconstitutional and suggested that one year was the maximum residency period that would be constitutionally acceptable; and

**WHEREAS**, since the *Pelozo v. Freas* decision, the City has followed the one-year residency rule but has never corrected its Charter; and

**WHEREAS**, the proposed Charter changes incorporate the Alaska Supreme Court’s ruling and also update the language of Charter Sections 2.2 and 11.3 to make them gender neutral.

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

**Section 1.** The City Clerk is directed to place the following question on the ballot for the voters of the City of Fairbanks at the 2016 general election:

**Proposition A:**

**INFORMATION:** The City of Fairbanks, the Fairbanks North Star Borough, and the City of North Pole try to coordinate their election procedures to increase participation and to save time and expense for the municipalities. The City of Fairbanks Charter Section 11.3 provides that the “declaration of candidacy” must be filed not more than 60 days and not less than 30 days prior to the election. The Fairbanks North Star Borough recently amended its code to set the dates for filing declarations of candidacy from July 15 to July 29. The proposed Charter change would amend the period for filing declarations of candidacy for City elective office to coincide with the Borough’s filing period.

Shall the City amend Home Rule Charter Section 11.3 to change the filing period for declarations of candidacy to “**not more than 90 days and not less than 45 days prior to the election**” to allow the City Council to adopt dates for the filing declarations of candidacy that coincide with the Fairbanks North Star Borough’s filing period?

YES \_\_\_\_\_

NO \_\_\_\_\_

A “YES” vote amends Charter Section 11.3

A “NO” vote does not allow the amendment

**Section 2.** The City Clerk is directed to place the following question on the ballot for the voters of the City of Fairbanks at the 2016 general election:

**Proposition B:**

**INFORMATION:** In 1994, the Alaska Supreme Court, in the case of *Pelozo v. Freas*, 871 P.2d 687 (Alaska 1994), ruled that a three-year residency requirement for local elective office was unconstitutional and suggested that one year was the maximum residency period that would be constitutionally acceptable. Since the court’s ruling in *Pelozo v. Freas*, the City has followed the one-year residency rule but has never corrected its Charter. The unconstitutional three-year residency rule is found in two sections of the Charter – Sec. 2.2 and Sec. 11.3. In addition to

correcting the residency requirement for elected office, the City Council recommends updating the language of these two sections to make them gender neutral.

Shall the City amend Home Rule Charter Sections 2.2 and 11.3 to correct the unconstitutional residency requirement from three years to one year and update the language of those sections to make them gender neutral?

YES \_\_\_\_\_

NO \_\_\_\_\_

A "YES" vote amends Charter Sections 2.2 and 11.3

A "NO" vote does not allow the amendment

**Section 3.** This ordinance was passed by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_ 2016, but no change to the Fairbanks City Charter will become effective unless and until the questions are approved by the voters of the City of Fairbanks.

---

**JOHN EBERHART, MAYOR**

AYES:

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

**ORDINANCE NO. 6025**

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE  
SECTION 22-9, DECLARATION OF CANDIDACY BY  
AFFIDAVIT, TO ALIGN THE FILING DEADLINES WITH THE  
THOSE OF THE FAIRBANKS NORTH STAR BOROUGH**

**WHEREAS**, FGC Sec. 22-9 provides that a person seeking to run for city elected office must file a declaration of candidacy no earlier than August 1 and no later than 5:00 p.m. on August 15; and

**WHEREAS**, the Fairbanks North Star Borough recently amended its code of ordinances to change the declaration of candidacy filing dates to July 15 through July 29; and

**WHEREAS**, Borough Ordinance No. 2015-57 contained the following as reasons to support the change of dates: the current mid-August deadline for filing for local offices shortens local campaigns and the time period available to learn about candidates; and the Tanana Valley fair, typically held in early August before the local filing deadlines, would otherwise provide an excellent opportunity for candidates to meet, hear and interact with borough citizens; and

**WHEREAS**, to the extent possible, the City of Fairbanks tries to maintain uniformity with the Borough in its election procedures; and

**WHEREAS**, the proposed change to FGC 22-9 will align the City's declaration of candidacy filing dates with those of the Borough; and

**WHEREAS**, in order for the City to amend the declaration of candidacy filing dates in its code of ordinances, City voters will have to approve an amendment to the City's Charter, and, therefore, this ordinance will not become effective unless and until such a charter amendment is approved.

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

**Section 1.** Fairbanks General Code Section 22-9 Declaration of Candidacy by Affidavit, subsections (a), (b) and (d) are hereby amended as follows [new text in **bold/underline** font; deleted text in ~~striketrough~~ font]:

**Sec. 22-9. – Declaration of candidacy by affidavit.**

(a) At least ~~65~~**95** days before each regular election, the city clerk shall publish in one or more newspapers of general circulation in the city a notice of offices to be filled at the election and the manner of declaring candidacy.

(b) Any qualified person may have ~~their~~**his** name placed on the ballot as a candidate for not more than one elective office by filing no earlier than ~~August 1st, nor later than August 15th~~**July 15th at 8:00 a.m., nor later than July 29th at 5:00 p.m.**, with the city clerk, a sworn declaration of candidacy. **If July 29 falls on a Saturday or a Sunday, the filing deadline will be 5:00 p.m. the following Monday.** Candidates for elective council office shall file a conflict of interest statement in accordance with the provisions of AS 39.50 at the time of filing a declaration of candidacy. Each candidate shall file the name and address of the campaign treasurer with the state public offices commission in accordance with the provisions of AS 15.13 no later than seven days after the date of filing a declaration of candidacy. A \$25.00 filing fee shall accompany every declaration of candidacy.

\*\*\*\*\*

(d) Any candidate desiring to withdraw ~~their~~**his** declaration of candidacy may do so at any time during the period for filing a declaration of candidacy and up to five **business** days following the closing date for filing. All declarations of candidacy which are not withdrawn shall be preserved by the city clerk for one year.

\*\*\*\*\*

**Section 2.** This ordinance was passed by the City Council on the \_\_\_ day of \_\_\_\_\_ 2016, but no change will become effective unless and until Proposition A of Ordinance No. 6024 is ratified by the voters of the City of Fairbanks.

\_\_\_\_\_  
**JOHN EBERHART, MAYOR**

AYES:  
NAYS:  
ABSENT:  
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Paul Ewers, City Attorney



Introduced by: Council Member Cleworth  
Finance Committee Review: July 5, 2016  
Introduced: July 11, 2016

**ORDINANCE NO. 6026**

**AN ORDINANCE TO PLACE BEFORE CITY VOTERS THE QUESTION OF AMENDING CHARTER SECTION 8.7, INDEPENDENT AUDIT, TO ALLOW FLEXIBILITY FOR THE DUE DATE**

**WHEREAS**, Charter Section 8.7 requires an annual independent audit of the City's records by a certified public accountant; and

**WHEREAS**, the annual independent audit currently is due within 180 days after the end of the fiscal year, which is presently the same as the calendar year; and

**WHEREAS**, the City's Finance Department works diligently with the independent auditor to ensure the audit is completed in a timely manner; and

**WHEREAS**, the audit is subject to accounting rules enacted by groups such as the Governmental Accounting Standards Board (GASB); and

**WHEREAS**, mandatory changes imposed by GASB can complicate the audit process; for example, the current audit must contain information about the State of Alaska's Public Employees' Retirement System, information that the State did not produce until after the deadline for completion of the City's audit; and

**WHEREAS**, under such circumstances, the independent audit cannot be completed within the Charter's 180-day deadline; and

**WHEREAS**, because the requirements of the audit and certain information required to complete the audit are sometimes not within the control of the City, flexibility is needed in the audit completion deadline.

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

**Section 1.** The City Clerk is directed to place the following question on the ballot for the voters of the City of Fairbanks at the 2016 general election:

**Proposition C:**

**INFORMATION:** The City of Fairbanks Charter Section 8.7 requires that the annual independent audit be completed within 180 days of the end of the fiscal year, which is currently the same as the calendar year. The requirements of the audit and certain information required to

complete the audit are sometimes not within the control of the City, making it impossible to complete the audit with the current 180-day deadline.

Shall the City amend Home Rule Charter Section 8.7 to amend the current 180-day deadline for completion of the annual audit by adding the following sentence?

**The City Council may by resolution extend the deadline for completion of the annual independent audit if the audit cannot be completed within 180 days due to regulatory changes beyond the City's control.**

YES \_\_\_\_\_

NO \_\_\_\_\_

A "YES" vote amends Charter Section 8.7

A "NO" vote does not allow the amendment

**Section 2.** This ordinance was passed by the City Council on the \_\_\_\_ day of \_\_\_\_\_ 2016, but no change to the Fairbanks City Charter will become effective unless and until the question is approved by the voters of the City of Fairbanks.

---

**JOHN EBERHART, MAYOR**

AYES:  
NAYS:  
ABSENT:  
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

---

D. Danyielle Snider, CMC, City Clerk

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Paul Ewers, City Attorney

Introduced by: Council Member Cleworth  
Finance Committee Review: July 5, 2016  
Introduced Date: July 11, 2016

**ORDINANCE NO. 6027**

**AN ORDINANCE TO PLACE BEFORE CITY VOTERS THE QUESTION OF GRANTING THE CITY COUNCIL THE AUTHORITY TO INCREASE THE RATE OF SALES TAX LEVY BY ONE PERCENT ON MARIJUANA IF THE BOROUGH INCREASES ITS LEVY BY A LIKE AMOUNT**

**WHEREAS**, FNSB Ordinance No. 2016-16 authorized a ballot proposition that if passed by the voters would levy a 5% sales tax on the sale of marijuana and marijuana products and also authorize the Borough Assembly to raise that rate of tax to 6%; and

**WHEREAS**, FNSB Ordinance No. 2016-24 authorized a ballot proposition that if passed by the voters would authorize the Borough Assembly to raise the rate of tax levy on alcoholic beverages from 5% to 6% if the Borough's marijuana sales tax was raised to 6%; and

**WHEREAS**, the sales tax rate for alcoholic beverages is currently 5% in both the City and the Borough; and

**WHEREAS**, in October of 2015, City voters approved a 5% sales tax on marijuana sales, and if Borough voters approve the ballot proposition on marijuana sales, the sales tax rate for marijuana sales will also be 5% in the Borough; and

**WHEREAS**, the City currently collects alcoholic beverage sales taxes imposed in the City, and the Borough collects alcoholic beverage sales taxes imposed outside of the City; and

**WHEREAS**, assuming Borough voters approve a 5% sales tax on marijuana, the City would collect marijuana sales taxes imposed in the City, and the Borough would collect marijuana sales taxes imposed outside the City; and

**WHEREAS**, if the Borough Assembly is granted the authority to raise the marijuana tax and the alcoholic beverage sales tax to 6% and if it did increase those taxes, the rate of tax would be different in the City than in the Borough; and

**WHEREAS**, the City Council has the authority to raise the alcoholic beverages sales tax but not the authority to raise the marijuana sales tax; and

**WHEREAS**, different rates of sales tax levies in the City and in the Borough can create difficulties for both governments and for the merchants who collect the taxes; and

**WHEREAS**, to ensure uniformity in the City and Borough tax rates in the event that both of the Borough ballot propositions pass, the City needs voter approval to allow the City Council the flexibility to increase the sales tax rate on marijuana sales from 5% to 6%.

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

**Section 1.** The City Clerk is directed to place the following question on the ballot for the voters of the City of Fairbanks at the 2016 general election:

**Proposition D:**

**INFORMATION:** The Fairbanks North Star Borough has two propositions on the ballot for the October 2016 election dealing with sales tax on marijuana and alcoholic beverages. If both propositions pass, the Borough Assembly would have the authority to raise the sales tax on marijuana and alcoholic beverages from 5% to 6%. The current City sales tax rate on marijuana and alcoholic beverages is 5%. If the Borough Assembly were to increase the sales tax on marijuana and alcoholic beverages to 6%, the tax levies would be inconsistent.

Shall the City Council be allowed to raise the sales tax rate on marijuana from 5% to 6% to maintain consistency if the Borough Assembly raises its tax rate by the same amount?

YES \_\_\_\_\_

NO \_\_\_\_\_

A “YES” vote would allow the City to raise the sales tax rate on marijuana from 5% to 6% if the Borough Assembly raised its tax rate on marijuana by the same amount.

A “NO” vote does not allow the City to raise its marijuana sales tax rate to 6%.

**Section 2.** This ordinance was passed by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_ 2016, but this ordinance will not become effective unless and until the question is approved by the voters of the City of Fairbanks.

---

**JOHN EBERHART, MAYOR**

AYES:

NAYS:

ABSENT:

ADOPTED:

ATTEST:

APPROVED AS TO FORM:

---

D. Danyielle Snider, CMC, City Clerk

---

Paul Ewers, City Attorney

**ORDINANCE NO. 6028**

**AN ORDINANCE AUTHORIZING THE SALE OF CITY REAL PROPERTY TO TANANA CHIEFS CONFERENCE TO FACILITATE EXPANSION OF THE CHIEF ANDREW ISAAC HEALTH CENTER**

**WHEREAS**, the City is the owner of Lot 2, Tanana Chiefs Medical Center Subdivision, containing 13.5 acres, more or less, and lying general west of Cowles Street and south of Eagan Avenue; and

**WHEREAS**, in 2010 the City conveyed five acres adjoining the parcel mentioned above at market value to Tanana Chiefs Conference (TCC) for the purpose of constructing the Chief Andrew Isaac Health Center (“Health Center”); and

**WHEREAS**, since completion of the Health Center, the demand for services has increased such that TCC is now planning for future expansion, intended to occur in approximately 2020; and

**WHEREAS**, TCC, through its President and by resolution of the full TCC Board of Directors, has requested purchase of 3.5 acres to be subdivided out of the City’s Lot 2 for the proposed future expansion; and

**WHEREAS**, for these purposes, the estimated value of the property is \$1,052,000.00, with the true and final sales price to be determined by an independent real estate appraiser, with the appraiser’s valuation to be approved by Council resolution; and

**WHEREAS**, TCC’s intended use of the property will require a rezone as a contingency to the proposed transaction; this contingency is set forth in the attached “Exhibit A” Real Estate Purchase and Sale Agreement; and

**WHEREAS**, it is the sense of the City Council that sale of the land to TCC for expansion of the Health Center is in the best interest of the public; and

**WHEREAS**, sale of real property to a non-profit is not subject to public offering.

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

**SECTION 1.** That “Exhibit A” Real Estate Purchase and Sale Agreement is approved for use in this transaction.

**SECTION 2.** That the Mayor is hereby authorized to execute the Agreement and all such other legal documents as may be necessary to complete the transaction on behalf of the City.

**SECTION 3.** That conveyance of the property shall be subject to a thirty-day permissive referendum period as required under Fairbanks General Code of Ordinances Section 70-42 and the City Charter.

**SECTION 4.** That the effective date of this Ordinance shall be the \_\_\_\_\_ of August 2016.

\_\_\_\_\_  
**JOHN EBERHART, Mayor**

AYES:  
NAYS:  
ABSENT:  
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
DANYIELLE SNIDER, CMC, City Clerk

\_\_\_\_\_  
PAUL EWERS, City Attorney

**EXHIBIT "A" TO ORDINANCE NO. 6028**

**REAL ESTATE PURCHASE and SALE AGREEMENT**

THIS AGREEMENT is made between the Parties:

The CITY OF FAIRBANKS, a municipal corporation of the State of Alaska, whose address is 800 Cushman Street, Fairbanks, Alaska 99701, hereinafter referred to as the "SELLER"; and

TANANA CHIEFS CONFERENCE, a nonprofit corporation of the State of Alaska, whose address is 122 First Avenue, Suite 600, Fairbanks, Alaska, 99701 hereinafter referred to as "PURCHASER"

For and in consideration of the mutual promises set forth below, SELLER and PURCHASER agree as follows:

1. PURCHASE AND SALE OF REAL PROPERTY. SELLER agrees to sell to PURCHASER, and PURCHASER agrees to buy from SELLER, that certain real property more particularly described as:

SALE PROPERTY:

A Tract of land containing 3.5 acres, as near may be, the same being a portion to be created out of Lot 2 Tanana Medical Center Subdivision, according to the plat filed May 25, 2010 as Plat Number 2010-54, Fairbanks Recording District, Fourth Judicial District, State of Alaska, shown in preliminary form on "ATTACHMENT A" to this Agreement.

2. EARNEST MONEY DEPOSIT: Ten Thousand and 00/100 Dollars (\$10,000.00) evidenced by: Check payable to the City of Fairbanks, and to be transferred to Yukon Title Company upon execution of this Agreement, received from PURCHASER, as part payment of the purchase price, set forth below:

3. PURCHASE PRICE. For these purposes, the estimated value of the property is \$1,052,000.00, with the true and final sales price to be determined by an independent real estate appraiser, with the appraiser's valuation to be approved by Council resolution.

Payable as Follows:

All cash to the City as SELLER at time of closing of this transaction.

#### 4. CONDITIONS PRECEDENT:

The following conditions must be satisfied by the Parties as designated below prior to and as a condition of closing of this transaction:

##### 4.1 Due Diligence Investigations

PURCHASER shall have sixty (60) days from date of this contract to enter upon the property subject to this Purchase and Sale Agreement for the purpose of conducting due diligence inspections, including soils analysis or environmental investigation and such other inspection as it sees fit, bearing all cost for same. If, as a result of due diligence inspection PURCHASER finds the property unsuitable for its purposes, this Agreement shall terminate and the Earnest Money Deposit refunded.

##### 4.2 Subdivision of Lot 2, Tanana Medical Center Subdivision

SELLER shall cause the intended tract of 3.5 acres to be created by subdividing Lot 2, which shall be conveyed to PURCHASER, the balance retained by SELLER, all in accordance with the Fairbanks North Star Borough Title 17 Subdivision Ordinance.

##### 4.3 Rezone of the Property

PURCHASER shall, with the assistance of the SELLER, cause the intended tract of land to be re-zoned from its existing use zone to General Commercial District or other acceptable zone, all in accordance with the Fairbanks North Star Borough Title 18 Zoning Ordinance, which shall be a condition precedent to closing.

##### 4.4 Conditions Subsequent – City Operations

Tanana Chiefs Conference acknowledges that the City of Fairbanks historic, current, and future use of the remainder portion of Lot 2, and City property adjacent and to the west, is for municipal snow storage activities, including operation of heavy equipment. Tanana Chiefs Conference recognizes that snow storage operations are inherently noisy and visually unattractive. Any desired or necessary mitigation of this condition, including the effectiveness of same, shall be the burden and duty of Tanana Chiefs Conference, bearing all costs therefore. This condition shall survive closing of this transaction.

5. TITLE: At closing, SELLER shall convey marketable title to the property to the PURCHASER subject only to benign covenants and easements of record, none of which affect the marketability of the SELLER's title. PURCHASER shall obtain a policy of title insurance insuring the title of the PURCHASER in the full amount of the purchase price, and the premium for said policy shall be paid by PURCHASER. If SELLER cannot furnish marketable title, this transaction may be terminated by PURCHASER at its discretion.



6. EASEMENTS and ENCUMBRANCES. Rights reserved in Federal Patents, Territorial or State Deeds, Zoning Regulations, benign easements and subdivision covenants, if any, shall not be deemed as encumbrances to be discharged. All properties shall be delivered to the PURCHASER at time of closing free of all mortgages, liens, judgments, and any taxes or assessments in default or arrears. The amount of any such encumbrances which are now known liens on the property shall be paid by SELLER.

7. PRORATING. No prorating is required for closing of this transaction.

8. CLOSING COSTS. Closing costs, meaning those costs ordinarily incidental to closing a real estate transaction such as escrow fees, and preparation and recordation of documents required for closing, shall be paid for equally by SELLER and PURCHASER, unless noted otherwise.

9. CLOSING AND ESCROW: The closing of this transaction shall be held at the earliest practical date consistent with the terms and conditions herein. However, closing shall be held no later than 180 days from the date of acceptance shown below. Such closing shall be escrowed with and processed by Yukon Title Company of Fairbanks. A copy of this agreement shall be deposited with the escrow agent by SELLER, which agreement shall serve as the escrow instructions.

10. CLOSING DOCUMENTS:

(a) SELLER shall execute and deliver to the escrow agent a Statutory Warranty Deed conveying the parcel created out of Lot 2 to the PURCHASER.

(b) All other conditions precedent to closing shall have been performed as described.

11. POSSESSION: At close of sale.

12. RISK OF LOSS. Risk of loss due to fire, earthquake, acts of God, or other calamity shall rest on the SELLER until closing and the PURCHASER has the option to rescind this agreement if such event shall occur or close the transaction as provided hereafter. If the PURCHASER chooses to proceed with the closing, the SELLER agrees to reduce the total purchase price and the amounts due to the SELLER at closing by the amount of the loss. Such loss shall be determined in accordance with such reasonable methods of valuation as may be agreed upon between the parties at the time of such loss.

13. WAIVER OF ALASKA STATUTE 34.70. The parties agree that AS 34.70 does not apply to this transaction and waive the applicability of AS 34.70.

14. AGENTS, COMMISSIONS AND PROFESSIONAL ADVICE. Neither party is represented by a real estate broker or other person to whom a commission is owed in

connection with this transaction. Each party has consulted with, or has had an opportunity to consult with, the party's own independent advisors, including experts, attorneys and tax advisors. Other provisions of this agreement notwithstanding, each party shall bear its own costs under this section.

15. ENTIRE AGREEMENT: There are no verbal or other agreements which modify or affect this agreement.

16. TIME: Time is of the essence of this agreement and performance in accordance with the terms and conditions hereunder shall be given the highest possible priority by the parties hereto.

17. SURVIVAL AND SUCCESSION: The terms and conditions of this Agreement shall survive the completion of the transaction that is the subject of this Agreement and shall be binding upon the heirs, successors or assigns of the parties hereto.

PURCHASER:

SELLER:

\_\_\_\_\_  
TANANA CHIEFS CONFERENCE  
By: VICTOR JOSEPH  
Title: President  
Date\_\_\_\_\_

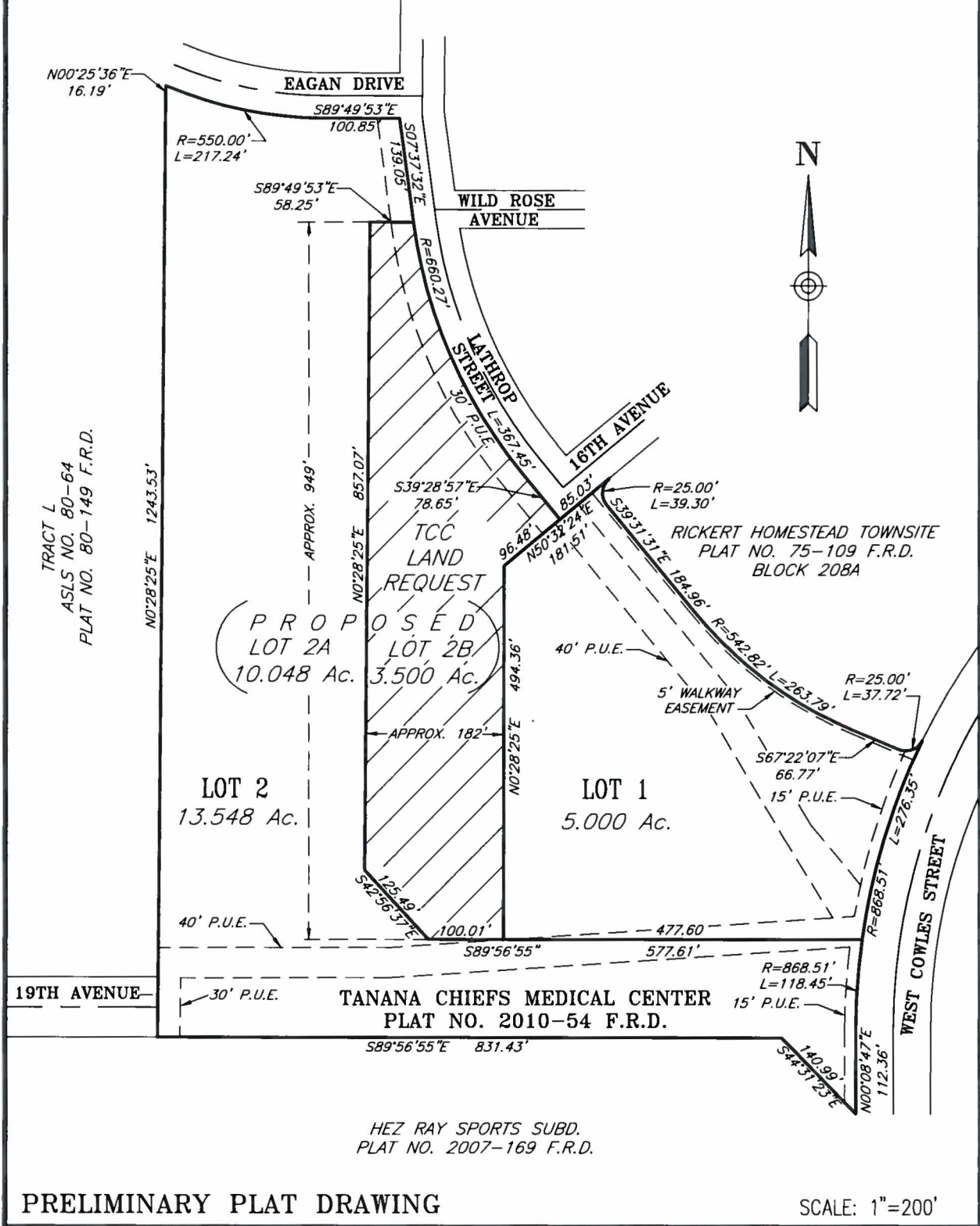
\_\_\_\_\_  
CITY OF FAIRBANKS  
By: JOHN EBERHART  
Title: Mayor  
Date\_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
PAUL EWERS, City Attorney  
Date\_\_\_\_\_

# ATTACHMENT "A"

## TO REAL ESTATE PURCHASE AGREEMENT (ORDINANCE NO. 6028)



# PUBLIC SAFETY COMMISSION

October 13, 2015  
11:30 AM  
Fairbanks Fire Department

PSC Members:

Renee Staley (Seat A - 2015)	Steve Heckman (Seat E - 2015)
Tom Temple (Seat B - 2015)	Robert Kinnard (Seat F - 2016)
Peter Stern (Seat C - 2016) : Chairman	Sean Reilly (Seat G - 2017)
Buzzy Chiu (Seat D - 2017)	Thomas Carter (Seat H - 2017)

## Regular Meeting Minutes

Call to Order at 11:31

ATTENDANCE: Peter Stern, Tom Temple, Buzzy Chiu, Stephen Heckman, Robert Kinnard, Sean Reilly and Tom Carter. Excused: Renee Staley

ADOPT AGENDA: The agenda was approved without modification.

APPROVE MINUTES: The minutes from the July 14, 2015 Regular meeting were approved with a correction to the amount of money already raised for a new K-9 unit from \$10 to \$10K.

PUBLIC COMMENT: None

### DEPARTMENT REPORTS:

FECC – Director Stephanie Johnson reviewed the YTD statistics for the communications center. She reported the 2<sup>nd</sup> update to the FECC Business Plan has been completed to allocate costs for the center to the various agencies. A resolution to adopt the plan is scheduled to go before Council on November 9<sup>th</sup>. More staff is needed, and if the plan is approved, there will be revenue to fund an additional position which she has asked for in her 2016 budget.

FECC is exploring the possibility of entering into a partnership with Ft Wainwright for sharing our CAD suite of applications. They would still do their own dispatching, only using our CAD system. Alaska State Troopers may consider this as well. This partnership could significantly improve the communications between agencies by allowing direct access to location of resources and other information sharing.

.FFD – Chief Cummings reports that this will be his last PSC meeting, as is retiring on October 31<sup>st</sup>. No big changes in the 2016 budget draft, but the City should see about a \$50K savings in ambulance billing costs with the new vendor and going to an electronic reporting system. The savings was not seen in 2015, as there was an overlap in agencies as the old billing company continued collection work on the transports prior to the transition.

The approved 15SHSP grant projects were reviewed. He reported the 16SHSP grant request deadline will be in February to allow the State to identify the projects they want to fund before they submit their request to the Federal government. He also reviewed the YTD statistics for FFD.

FPD – Chief Aragon reported the process of getting national accreditation has started, and begins with a self-assessment to analyze existing policies and procedures. Then compliance with policies has to be documented. Only about 5% of general law enforcement agencies are accredited.

He discussed the first Citizen Police Academy, which is an opportunity for the selected community members to get first-hand knowledge about various aspects of policing. This is not just classroom lecture, but will include things like weapons fire and ride-alongs. This will be an on-going activity and intends to start an alumni association.

Community policing activities continue. Having an officer serving an individual community area gives the citizens of the community a known and direct contact to the police department. The current FPD stat report was not available. He discussed various ways that he and his command staff are looking at evaluating productivity. Wants to ensure that measures are valid indicators of productivity, and that do not encourage statistic driven actions by the officers.

School Resource Officers (SRO) have not been funded up by the FNSB School District. This will significantly change the #'s of calls to the two high schools as there will not be an officer there. There are grants available but it requires a match. This will result in a loss of 2 funded officer positions at FPD.

PW – Director Verg Scott reports PW is at full staffing. He gave a brief rundown of recent and upcoming road projects. Cushman is expected to be open to traffic in 7-10 days. With State budget cuts, things will be challenging this winter. All high speed roads are the responsibility of the State to maintain, but unfortunately, some of them, like Airport, are not Priority 1 roads. The State is also using salt in their mixture, which is hard on vehicles, although it does help melt ice on bridges. Use of salt is not approved for city streets.

#### CLOSING COMMENTS:

A fundraiser is being held by the Downtown Association to raise the additional \$32K needed to fully fund the CSP budget next year.

Discussion regarding an email sent to the PSC, in which a citizen expressed concern that confiscated weapons were being sold by the City. The Mayor and FPD will be responding to this. For clarification, the City ensures they are not being sold to felons, and there is city ordinance for how things like this are handled. It would be up to the Council to make any changes to this policy.

#### NEXT MEETING:

The next regularly scheduled meeting will be held on January 12, 2016 hosted by FECC at the Fairbanks Police Department.

ADJOURNED: 1:00pm

\*end of minutes\*

## Requested Funding & Grant Award

PJT#	Dept	Project	Requested Amount	Awarded Amount
1 [PBD#1]	Police	<b>Replace Police Car Video Cameras</b> Replace 23 units @ \$6,600 each	\$151,800	\$79,200.00
2 [PBD#2]	Fire	<b>Replace Portable Radios &amp; Accessories</b> Replace 46 units @ \$5,183 less Fire Dept Capital Match	\$238,418 (\$50,000)	\$140,000.00
3 [PBD#3]	Police	<b>Replace Police Laptops</b> Replace 55 units @ \$5,500	\$302,500	\$139,219.50
4	City-Wide	<b>Video Security System for City Buildings</b> Police Evidence & Impound Public Works Fire Station 1  less Public Works Capital Match	\$303,500 \$65,000 \$70,015 <u>\$438,515</u> (\$128,200)	
5 [PBD#4]	Fire	<b>Replace Key Secure System</b> Replace 30 units @ \$1,332.67 less Fire Dept Capital Match	\$310,315	\$0.00
6 [PBD#5] [PBD#7] [PBD#6]	City-Wide	<b>Alaska Shield 2016 Training &amp; Exercise</b> (Stand alone project authorized by DHS & EM) Police Active Shooter Training & Exercise Fire Training & Exercise State Training Class (Travel) IT Cyber Security Alaska Shield Planning Travel	\$40,623 \$16,740 \$11,800 \$1,416 <u>\$13,776</u>  <b>\$84,355</b>	\$22,952.00 -0- \$11,308.00 -0- \$9,012.00
<b>GRANT REQUEST TOTAL</b>			<b>\$1,069,368.10</b>	<b>\$433,671.50</b>

2014 Totals	2015												Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
913	81	83	66	64	92	110	107	113	110				826
161	15	6	11	10	23	26	9	9	6				115
\$199,266,560	\$1,049,500	\$350,000	\$4,192,000	\$6,502,500	\$13,731,500	\$3,297,600	\$246,185	\$1,350	\$2,000,000				\$31,370,635
\$3,780,827	\$2,710	\$2,610	\$59,950	\$101,450	\$294,350	\$98,210	\$47,000	\$600	\$1,100				\$607,980
\$195,485,733	\$1,046,790	\$347,390	\$4,132,050	\$6,401,050	\$13,437,150	\$3,199,390	\$199,185	\$750	\$1,998,900				\$30,762,655
98.10%	99.74%	99.25%	98.57%	98.44%	97.86%	80.91%	80.91%	55.56%	99.95%				98.06%
3256	247	256	268	258	276	280	260	272	253				2370
2647	199	191	201	197	201	210	200	203	178				1780
562	43	48	53	42	49	55	58	67	56				471
4169	328	339	334	322	368	390	367	385	363				3196
11.4	10.6	12.1	10.8	10.7	11.9	13.0	12.2	12.8	12.1				11.5
35	6	4	6	8	10	13	3	8	1				59
135	15	7	11	14	15	14	19	22	21				138
7	1	0	1	0	0	1	0	0	0				3
15	2	0	1	0	0	1	1	0	0				7
1	0	0	0	0	0	0	0	0	2				0
0	0	0	0	0	0	0	0	0	0				0
01:03	01:57	01:54	01:41	01:34	01:07	01:05	01:24	01:39	01:17				01:22
04:39	03:52	03:55	03:43	03:57	03:27	03:49	03:44	04:13	04:33				03:46
38:35	00:46:49	00:47:05	00:46:06	00:55:37	00:42:20	00:48:14	0:44:56	0:50:51	0:44:06				47:23

Total Fire Calls  
 Actual Fires  
 Property at Risk  
 Dollar Loss  
 Property Saved  
 Percent Saved  
 Ambulance Calls  
 Transports  
 Multiple Amb Calls  
 Total Emergency Calls  
 Average Calls/day  
 Mutual Aid Given  
 Mutual Aid Received  
 Injuries Civilian  
 Injuries Fire  
 Fatalities Civilian  
 Fatalities Fire  
 Avg. Emergency Turnout  
 Avg. Response Time  
 Avg. Time on Call

Date:	Type:	Address:	Cause:	Value:	Loss:
1/25/2015	House Fire	3299 Jefferson Dr.	Chimney Fire	\$250,000	\$104,000
3/19/2015	House Fire	1133 Lakeview Tr	Heater on porch	\$180,000	\$48,500
4/17/2015	Warehouse Fire	1883 Fox Ave	Improper Disposal of Smoking Material	1.2 Mil	\$17,500
5/4/2015	Structure Fire (Bar)	3399 Peger Rd	Furnace Malfunction	1.4 Mil	\$250,000
6/6/2015	Structure Fire (6-Plex)	717 17th Ave	Lamp too close to Combustibles	\$235,000	\$35,000
6/23/2015	Kitchen Fire	1533 Lacey Street	Note: Sprinkler Extinguished Fire	3.4 Mil	\$5,000
7/14/2015	Auto Shop	2165 Judd Street	Sparks from Welding	\$168,185	\$45,000

**MAJOR FIRES:**

# Fairbanks Emergency Communications Center

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Totals
<b>INCOMING CALLS</b>													
9-1-1 CALLS:													
TTY Calls	18	12	17	18	22	20	21	19	20				167
FNSB 911	3,104	2,957	3,267	3,066	3,789	3,893	3,788	3,576	3,069				30,509
Out of Area 911*			58	118	135	123	120	118	82				754
Abandoned 911	205	208	232	213	250	264	250	196	196				2,014
<b>Total 9-1-1 Calls</b>	<b>3,327</b>	<b>3,177</b>	<b>3,574</b>	<b>3,415</b>	<b>4,196</b>	<b>4,300</b>	<b>4,179</b>	<b>3,909</b>	<b>3,367</b>				<b>33,444</b>
ADMINISTRATIVE CALLS:													
FECC Admin	4,075	4,247	4,605	4,240	4,959	5,177	5,318	5,234	4,779				42,634
FECC Fire	359	273	403	320	396	413	289	291	273				3,017
FECC Police	430	405	473	552	483	584	544	536	569				4,576
FECC Supervisors	51	82	81	67	81	59	50	52	85				608
<b>Total Admin:</b>	<b>4,915</b>	<b>5,007</b>	<b>5,562</b>	<b>5,179</b>	<b>5,919</b>	<b>6,233</b>	<b>6,201</b>	<b>6,113</b>	<b>5,706</b>				<b>50,835</b>
<b>Total Incoming Calls:</b>	<b>8,019</b>	<b>7,964</b>	<b>8,887</b>	<b>8,363</b>	<b>9,843</b>	<b>10,249</b>	<b>10,380</b>	<b>10,022</b>	<b>9,073</b>				<b>82,800</b>
<b>OUTGOING CALLS</b>													
Outgoing Calls	3,972	3,771	4,205	4,052	4,697	4,557	4,917	4,618	3,924				38,713
Station to Station	151	165	213	138	173	205	208	236	241				1,730
<b>Total Outgoing Calls:</b>	<b>4,123</b>	<b>3,936</b>	<b>4,418</b>	<b>4,190</b>	<b>4,870</b>	<b>4,762</b>	<b>5,125</b>	<b>4,854</b>	<b>4,165</b>				<b>40,443</b>
<b>TOTAL PHONE CALLS (ALL TYPES):</b>													
	12,142	11,900	13,305	12,553	14,713	15,011	15,505	14,876	13,238				123,243
<b>9-1-1 ANSWER TIMES (Based on NENA Standard 56-006)</b>													
10 Seconds or less	91.7%	92.6%	93.1%	95.2%	93.2%	92.8%	92.7%	93.4%	91.9%				
20 Seconds or less	96.9%	96.8%	97.3%	98.6%	97.5%	97.3%	97.3%	97.4%	96.5%				
Greater than 20 Seconds	3.1%	3.2%	2.7%	1.4%	2.5%	2.7%	2.7%	2.6%	3.5%				
<b>CALLS FOR SERVICE</b>													
SP	341	348	494	415	422	391	396	419	324				3,550
Fire & EMS	858	752	782	739	884	911	957	829	883				7,595
Police	2,339	2,437	2,820	2,642	2,689	2,566	2,750	2,857	2,452				23,552



# **PUBLIC SAFETY COMMISSION**

**October 13, 2015  
11:30 AM  
Fairbanks Fire Department**

PSC Members:

Renee Staley (Seat A - 2015)	Stephen Heckman (Seat E - 2015)
Tom Temple (Seat B - 2015)	Robert Kinnard (Seat F - 2016)
Peter Stern (Seat C - 2016) : Chairman	Sean Reilly (Seat G - 2017)
Buzzy Chiu (Seat D - 2017)	Thomas Carter (Seat H - 2017)

## **Regular Meeting Agenda**

### **ADOPT AGENDA**

**APPROVE MINUTES** July 14, 2015 Regular Meeting

### **PUBLIC COMMENT**

### **COF DEPARTMENT REPORTS**

FECC Report Director Stephanie Johnson

FFD Report Chief Warren Cummings

FPD Report Chief Randall Aragon

PW Report Director Verg Scott

**OLD BUSINESS** None

**NEW BUSINESS** None

### **CLOSING COMMENTS**

**NEXT MEETING(S)** January 12, 2016 – Next Regular Qtrly Meeting  
Hosted by FECC at FPD

### **ADJOURN**

updated (1/21/15) llh

# PUBLIC SAFETY COMMISSION

January 12, 2016  
11:30 AM  
Fairbanks Police Department (Hosted by FECC)

PSC Members:

Joy Huntington (Seat A - 2015)	Steve Heckman (Seat E - 2015)
Tom Temple (Seat B - 2015)	Robert Kinnard (Seat F - 2016)
Peter Stern (Seat C - 2016) : Chairman	Sean Reilly (Seat G - 2017)
Buzzy Chiu (Seat D - 2017)	Thomas Carter (Seat H - 2017)

## Regular Meeting Minutes

Call to Order at 11:32

ATTENDANCE: Peter Stern, Tom Temple, Buzzy Chiu, Robert Kinnard, Sean Reilly and Tom Carter. Joy Huntington via phone. Excused: Stephen Heckman

ADOPT AGENDA: The agenda was approved without modification.

APPROVE MINUTES: The minutes from the October 13, 2015 Regular meeting were approved as published.

PUBLIC COMMENT: No comments from the general public were offered.

Mayor Eberhart introduced Jeff Jacobson, his new Chief of Staff. Mr. Jacobson served as COS to FNSB Mayor Hopkins from 2010-2016, and as the Mayor for the City of North Pole for 8 years, as well as many years on the North Pole City Council. He also welcomed Joy Huntington, who is the new council representative on the Commission, replacing Renee Staley.

City action on marijuana is delayed to see what the State is going to do. The creation of an Office of Professional Responsibility is being explored. The MOA for the administration of the Community Service Patrol by the Downtown Association expired 12/31/15. Everyone agrees the service is vital and needs to continue, but it simply is not part of the core mission of the DTA so a new agency needs to be found to administer it. Several options being explored, even potential the city might take over administration. They report about 6200 calls per service annually, with about 4000 transports.

### DEPARTMENT REPORTS:

FECC – Director Stephanie Johnson reviewed the YTD statistics for the communications center. She reports that a Priority Dispatch Review is in progress. Active Shooter Dispatcher training is scheduled. The Westnet Fire Alerting system that integrates CAD is in process. This will allow text-to-voice over intercom to fire stations dispatched by FECC, so the dispatcher can still be on the phone with caller. This impacts early dispatch.

FFD – Asst Chief Misewicz reported that Jim Styers, who currently is a Battalion Chief at University Fire Department, is the new Fire Chief. He started part time in December and will transition to full time in July. FFD is in the process of purchasing portable radios and replacement Knox Key access system using 2015 SHSP grant funds. Funding for replacement of a 1995 Platform is still being sought. The three firefighter recruits finished their training academy in November and are on shift. The department completed a Confined Space Technical Collapse Rescue course in December.

FFD and FPD will be participating in the statewide 2016 Alaska Shield exercise in April – with a terrorist cyber attack component, and an active shooter scenario involving police escort of medics into a mass shooting scene. In response to a question about natural gas, he indicated that response plans are in place already, that there are no city code changes being implemented, the maps of the existing lines will be updated, and the biggest concerns are about the trucking of the gas, not the distribution once it is in the system.

FPD – Chief Aragon reports that with the 2016 budget, the City Council provided a Cold Case Detective. There are currently 4 open positions at FPD, with 2 individuals expected to start an academy next month. There are also 3 individuals out on light duty due to injury or surgery. City looking at lateral transfers to recruit trained officers and reduce the time from hire to field work. The next FFD academy is not expected to start until August. When asked about sending to Sitka Trooper academy, he reports they run concurrent with the local CTC academies, so there is no benefit and a lot more expense. Community Oriented Policing is being embraced by the staff and being well received in the community. Formal appraisals are being reestablished for employees.

Deputy Chief Jewkes answered a question regarding panhandling – the city does not have any license or registration for panhandling. If it is occurring on private property it is not an FPD issue. If they are in traffic or there are other safety issues, call FPD. A question was also asked about the new bright HID headlights – the State statute is vague and there is no way to measure or test the “brightness” of the light so currently no action is available to any officers in the State. In response to a question about “spice”, he reported that Fairbanks is seeing very little “spice” so far. Enforcement of spice is not resolved at a State level.

Officer Robert Hill updated the Commission on the status of a new K-9 unit, reporting that a citizen has offered to pay for the purchase of the dog, but the training time and costs will have to be covered separately.

PW – Director Verg Scott was excused – no report.

CLOSING COMMENTS:

None

NEXT MEETING:

The next regularly scheduled meeting will be held on April 12, 2016 hosted by the Fairbanks Police Department.

ADJOURNED: 12:30pm

\*end of minutes\*

FAIRBANKS POLICE DEPARTMENT OVERALL DEPARTMENT STATISTICS Year End 2015

	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015	JUL 2015	AUG 2015	SEPT 2015	OCT 2015	NOV 2015	DEC 2015	Year End 2015
<b>TOTAL CALLS FOR SERVICE</b>	2018	2140	2462	2254	2318	2256	2419	2566	2143	2358	2085	2018	27037
AVG # OF OFFICERS	33.45	34.40	29.33	35.72	34.24	32.86	33.16	24.98	23.37	32.65	31.92	29.08	31.26
CALLS PER OFFICER	60.24	62.21	83.94	63.10	67.70	68.65	72.95	102.72	91.70	72.22	65.32	69.39	864.82
<b>SELF-INITIATED</b>	561	634	688	634	614	493	584	635	501	603	505	437	6889
<b>TRAFFIC STOPS</b>	332	402	510	458	387	255	351	360	307	370	268	266	4266
TRAFFIC CITATIONS	121	164	206	213	147	171	187	188	124	127	111	114	1873
Moving	43	57	107	100	58	49	71	92	49	51	53	59	789
Non-Moving	65	87	80	93	74	101	104	88	66	68	53	44	923
Equipment	13	20	19	20	15	21	12	8	9	8	5	11	161
<b>CITATIONS/OFC</b>	3.62	4.77	7.02	5.96	4.29	5.20	5.64	7.52	5.31	3.89	3.48	7.38	136.45
<b>ALL OTHERS</b>	229	232	178	176	227	238	233	275	194	233	237	171	2623
<b>TOTAL PART ONE</b>	120	112	128	140	123	159	196	201	140	137	151	131	1738
Homicide	0	0	0	0	1	0	0	0	0	0	0	0	1
Forcible Rape	0	1	0	3	2	1	3	0	0	2	1	1	14
Robbery	6	1	0	2	1	2	3	2	3	0	4	0	24
Assault	33	43	36	39	44	43	52	43	37	49	44	50	513
Burglary	6	7	10	18	9	9	28	18	12	12	8	10	147
Larceny	66	54	73	73	63	94	103	124	83	62	80	59	934
Motor Vehicle Theft	9	6	9	5	3	10	7	14	5	12	14	11	105
<b>TOTAL PART TWO</b>	188	176	208	184	185	200	214	215	187	204	163	161	2285
<b>TOTAL ARRESTS</b>	72	86	95	100	92	102	103	100	97	91	66	64	1068
CITY PAID FCC	0	6	1	0	0	28	31	4	2	2			74

SPECIAL INTEREST CATEGORIES

	JAN 2015		FEB 2015		MAR 2015		APR 2015		MAY 2015		JUN 2015	
	CALLS	ARR	CALLS	ARR	CALLS	ARR	CALLS	ARR	CALLS	ARR	CALLS	ARR
<b>ALL ASSAULTS</b>	89	19	69	22	73	15	65	18	91	15	83	19
<b>DV RELATED</b>	71	6	56	13	55	10	50	10	72	9	71	13
<b>DUI</b>	16	13	11	11	29	20	21	16	21	18	6	19

	JUL 2015		AUG 2015		SEP 2015		OCT 2015		NOV 2015		DEC 2015		YTD 2015	
	CALLS	ARR	CALLS	ARR	CALLS	ARR	CALLS	ARR	CALLS	ARR	CALLS	ARR	CALLS	ARR
<b>ALL ASSAULTS</b>	94	17	87	19	76	16	90	31	85	13	92	16	994	220
<b>DV RELATED</b>	65	9	60	13	61	10	66	13	61	8	77	12	765	126
<b>DUI</b>	13	27	11	12	10	10	11	14	16	8	18	9	183	177

1/11/2016 3:11 PM

# Fairbanks Emergency Communications Center

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Totals
<b>INCOMING CALLS</b>													
9-1-1 CALLS:													
TTY Calls	18	12	17	18	22	20	21	19	20	18	10	16	211
FNSB 911	3,104	2,957	3,267	3,066	3,789	3,893	3,788	3,576	3,069	3,035	2,671	2,792	39,007
Out of Area 911*	205	208	58	118	135	123	120	118	82	101	67	68	990
Abandoned 911	3,327	3,177	3,574	3,415	4,196	4,300	4,179	3,909	3,358	3,349	2,946	3,047	42,777
Total 9-1-1 Calls													
ADMINISTRATIVE CALLS:													
FECC Admin	4,075	4,247	4,605	4,240	4,959	5,177	5,318	5,234	4,779	4,775	4,063	4,312	55,784
FECC ALARM TECHS												7	
FECC Fire	359	273	403	320	396	413	289	291	273	312	229	222	3,780
FECC Police	430	405	473	552	483	584	544	536	569	679	648	593	6,496
FECC Supervisors	51	82	81	67	81	59	50	52	85	104	135	115	962
Total Admin:	4,915	5,007	5,562	5,179	5,919	6,233	6,201	6,113	5,706	5,870	5,075	5,249	67,029
Total Incoming Calls:	8,019	7,964	8,887	8,363	9,843	10,249	10,380	10,022	9,064	9,219	8,021	8,296	108,327
<b>OUTGOING CALLS</b>													
Outgoing Calls	3,972	3,771	4,205	4,052	4,697	4,557	4,917	4,618	3,924	4,018	3,692	3,347	49,770
Station to Station	151	165	213	138	173	205	208	236	241	257	221	237	2,445
Total Outgoing Calls:	4,123	3,936	4,418	4,190	4,870	4,762	5,125	4,854	4,165	4,275	3,913	3,584	52,215
TOTAL PHONE CALLS													
(ALL TYPES):	12,142	11,900	13,305	12,553	14,713	15,011	15,505	14,876	13,229	13,494	11,934		160,542
<b>9-1-1 ANSWER TIMES (Based on NENA Standard 56-006)</b>													
10 Seconds or less	91.7%	92.6%	93.1%	95.2%	93.2%	92.8%	92.7%	93.4%	91.9%	93.0%	94.9%	93.1%	93.1%
20 Seconds or less	96.9%	96.8%	97.3%	98.6%	97.5%	97.3%	97.3%	97.4%	96.5%	97.5%	99.0%	97.6%	97.5%
Greater than 20 Seconds	3.1%	3.2%	2.7%	1.4%	2.5%	2.7%	2.7%	2.6%	3.5%	2.5%	1.0%	2.4%	2.5%
<b>CALLS FOR SERVICE</b>													
CSP	341	348	494	415	422	391	396	419	324	347	317	337	4,551
Fire & EMS	858	752	782	739	884	911	957	829	883	876	714	754	9,939
Police	2,339	2,437	2,820	2,642	2,689	2,566	2,750	2,857	2,452	2,686	2,355	2,331	30,924

	2014 Totals	2015 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Fire Calls	913	81	83	66	64	92	110	107	113	110	111	88	74	1099
Actual Fires	161	15	6	11	10	23	26	9	9	6	13	8	7	143
Property at Risk	\$199,266,560	\$1,049,500	\$350,000	\$4,192,000	\$6,502,500	\$13,731,500	\$3,297,600	\$246,185	\$1,350	\$2,000,000	\$237,818	\$1,200,000	\$0	\$32,808,453
Dollar Loss	\$3,780,827	\$2,710	\$2,610	\$59,950	\$101,450	\$294,350	\$98,210	\$47,000	\$600	\$11,000	\$8,600	\$11,500	\$0	\$637,980
Property Saved	\$195,485,733	\$1,046,790	\$347,390	\$4,132,050	\$6,401,050	\$13,437,150	\$3,199,390	\$199,185	\$750	\$1,989,000	\$229,218	\$1,188,500	N/A	\$32,170,473
Percent Saved	98.10%	99.74%	99.25%	98.57%	98.44%	97.86%	97.02%	80.91%	55.56%	99.45%	96.38%	99.04%	N/A	98.06%
Ambulance Calls	3256	247	256	268	258	276	280	260	272	253	255	238	254	3117
Transports	2647	199	191	201	197	201	210	200	203	178	181	161	193	2315
Multiple Amb Calls	562	43	48	53	42	49	55	58	67	44	42	44	48	593
Total Emergency Calls	4169	328	339	334	322	368	390	367	385	363	366	326	328	4216
Average Calls/day	11.4	10.6	12.1	10.8	10.7	11.9	13.0	11.8	12.4	12.1	11.8	10.9	10.6	11.5
Mutual Aid Given	35	6	4	6	8	10	13	3	8	1	8	10	6	83
Mutual Aid Received	135	15	7	11	14	15	14	19	22	21	11	12	3	164
Injuries Civilian	7	1	0	1	0	0	1	0	0	0	0	0	0	3
Injuries Fire	15	2	0	1	0	0	1	1	0	2	0	0	0	7
Fatalities Civilian	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Fatalities Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Avg. Emergency Turnout	01:03	01:57	01:54	01:41	01:34	01:07	01:05	01:24	01:39	01:17	01:12	01:03	01:45	01:46
Avg. Response Time	04:39	03:52	03:55	03:43	03:57	03:27	03:49	03:44	04:13	04:33	03:55	04:08	04:31	03:59
Avg. Time on Call	38:35	00:46:49	00:47:05	00:46:06	00:55:37	00:42:20	00:48:14	0:44:56	0:50:51	0:44:06	0:43:46	0:46:49	0:52:07	47:26

Date:	Type:	Address:	Cause:	Value:	Loss:
1/25/2015	House Fire	3299 Jefferson Dr.	Chimney Fire	\$250,000	\$104,000
3/19/2015	House Fire	1133 Lakeview Tr	Heater on porch	\$180,000	\$48,500
4/17/2015	Warehouse Fire	1883 Fox Ave	Improper Disposal of Smoking Material	1.2 Mil	\$17,500
5/4/2015	Structure Fire (Bar)	3399 Peger Rd	Furnace Malfunction	1.4 Mil	\$250,000
6/6/2015	Structure Fire (6-Plex)	717 17th Ave	Lamp too close to Combustibles	\$235,000	\$35,000
6/23/2015	Kitchen Fire	1533 Lacey Street	Note: Sprinkler Extinguished Fire	3.4 Mil	\$5,000
7/14/2015	Auto Shop	2165 Judd Street	Sparks from Welding	\$168,185	\$45,000

**MAJOR FIRES:**

Date: Type: Address: Cause: Value: Loss:

Date: Type: Address: Cause: Value: Loss:

Date: Type: Address: Cause: Value: Loss:

Date: Type: Address: Cause: Value: Loss:

# **PUBLIC SAFETY COMMISSION**

**January 12, 2016  
11:30 AM  
Fairbanks Police Department (Hosted by FECC)**

PSC Members: Joy Huntington (Seat A - 2018) Stephen Heckman (Seat E - 2018)  
Tom Temple (Seat B - 2018) Robert Kinnard (Seat F - 2016)  
Peter Stern (Seat C - 2016) : Chairman Sean Reilly (Seat G - 2017)  
Buzzy Chiu (Seat D - 2017) Thomas Carter (Seat H - 2017)

## **Regular Meeting Agenda**

### **ADOPT AGENDA**

**APPROVE MINUTES** October 13, 2015 Regular Meeting

### **PUBLIC COMMENT**

### **COF DEPARTMENT REPORTS**

FECC Report Director Stephanie Johnson  
FFD Report Chief Jim Styers [EXCUSED]  
FPD Report Chief Randall Aragon  
PW Report Director Verg Scott [EXCUSED]

**OLD BUSINESS** None

**NEW BUSINESS** None

### **CLOSING COMMENTS**

**NEXT MEETING(S)** April 12, 2016 – Next Regular Qtrly Meeting  
Hosted by FPD

### **ADJOURN**

updated (01/11/16) llh

# PUBLIC SAFETY COMMISSION

April 12, 2016  
11:30 AM  
Fairbanks Police Department

PSC Members:

Joy Huntington (Seat A - 2015)	Steve Heckman (Seat E - 2015)
Tom Temple (Seat B - 2015)	Robert Kinnard (Seat F - 2016)
Peter Stern (Seat C - 2016) : Chairman	Sean Reilly (Seat G - 2017)
Buzzy Chiu (Seat D - 2017)	Thomas Carter (Seat H - 2017)

## Regular Meeting Minutes

Call to Order at 11:34

ATTENDANCE: Tom Temple, Peter Stern, Buzzy Chiu, Stephen Heckman, Robert Kinnard, Sean Reilly and Thomas Carter Excused: Joy Huntington

ADOPT AGENDA: The agenda was approved without modification.

APPROVE MINUTES: The minutes from the January 12, 2016 Regular meeting were approved as published.

PUBLIC COMMENT: No comments from the general public were offered.

Mayor Eberhart introduced Tammy Misrotti who is the Communications Director/PIO for the city. She has 30+ years as PIO with the Utah Department of Transportation. He also introduced Chief Jim Styers of Fairbanks Fire Department. Chief Styers is currently also a Battalion Chief with University Fire Department and will be coming on full time in July.

He reports that the Downtown Association is looking to relinquish the responsibility for the Community Service Patrol Program. The City solicited requests for proposal to operate the program but there were no responses. The City is exploring managing the program itself, and we provide equipment, fuel, dispatching and office space. Work is also being done with various community partners to establish a Sobering/Recovery Center and grant funding is being sought.

### DEPARTMENT REPORTS:

FECC – Director Stephanie Johnson reports that the Westnet Fire Alerting system is progressing on schedule. This system will update and replace the current Motorola Moscad system and will provide in station alerting and roll call dispatching to 12 local fire stations. The installation is completed and now they are in the system optimization phase. Primary connectivity to all stations will be by IP with radio being secondary.

FECC has conditional offers out and candidates are in background check. Expect to start academy in beginning of May. Ft Wainwright is still interested in sharing CAD suite for fire & law enforcement. Eielson may become a partner as well.

FFD – Chief Styers indicated that FFD may be entering into a partnership with Eielson FD for radio repair. The statewide 2016 Alaska Shield exercise, simulating a terrorist cyber attack and an active shooter scenario involving police escort of medics into a mass shooting scene were completed recently. A Fire Apparatus Driving Operator (FADO) course is going to be conducted later this week. Purchase details for the new ambulance were finalized last week.



FPD – Chief Aragon reports that FPD is using COMSTAT to track and analyze crime. The goal is to prevent crime and reduce fear of crime. In 2015 violent crime is down 11% and property crime is down 2% over 2014. The department has six sergeants, and each is assigned a designated area of the city. In addition, 5 officers are involved in mobilizing and engaging the community through community policing. The next Citizen Police academy is schedule for May-July.

Staffing is impacted as they are down 6 officers. The department, along with HR and Mayor's office are working on recruitment. DC Jewkes reports that a Rescue Task Force is in development with other area law enforcement and fire departments to get EMS into a hostile event before it is completely cleared. Funding for ballistic PPE is needed. DC Johnson reports that the accreditation project is moving forward – currently reviewing SOP's and Policies. A departmental Chaplain program has been formalized, and each volunteer is assigned to a specific quadrant.

Question about exit interviews for personnel leaving city employment. These are conducted by HR. Typical turnover rate is 5-15% but 7-8% would be the ideal. Proposed signing bonus and other recruitment incentives being explored. When asked about the planned Downtown Policing activities for the summer, it is expected it will be similar to last year.

Officer Hill reviewed the new statewide bail schedule. Under the old system, folks who couldn't post bail stayed in jail, while people who had money didn't. The new schedule does not do anything to help/benefit public safety. May be some challenges with verifying conditions of release.

PW – Director Verg Scott reports breakup was fairly easy. A few flooding problems that got assistance from the State. He will be having the night shift on for a week to clean up downtown soon. PW is working on new vehicles for police and fire and retiring 7 old vehicles.

#### CLOSING COMMENTS:

Sean Reilly has concerns about marijuana conditional use permit that passed for a location on South Cushman across from Housing First. He finds the location objectionable. There are facilities for cultivation, manufacturing and retail in the area, including one in Salcha. The FNSB Planning Committee is meeting on April 19<sup>th</sup> to evaluate another request and he encouraged PSC members to participate in these decisions. He also discussed a recent fatality accident involving a motorcycle and a vehicle that was close to his house. There were no helmets worn. He said that traffic in that area (21<sup>st</sup> Avenue) often is driving too fast and asked if a flashing speed limit sign could be put up as deterrent.

#### NEXT MEETING:

The next regularly scheduled meeting will be held on July 12, 2016 hosted by the Fairbanks Fire Department.

ADJOURNED: 1:04 pm

\*end of minutes\*

Fairbanks Fire Department

	2015		2016		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Fire Calls	1099		65	71	57												193
Actual Fires	143		9	9	2												20
Property at Risk	\$32,808,453	\$0	\$2,602,500	\$1,200	\$1,200												\$2,603,700
Dollar Loss	\$637,980	\$0	\$113,500	\$1,200	\$1,200												\$114,700
Property Saved	\$32,170,473	N/A	\$2,489,000	\$0	\$0												\$2,489,000
Percent Saved	98.06%	N/A	95.64%	0.00%													95.59%
Ambulance Calls	3117		254	278	316												848
Transports	2315		188	204	228												620
Multiple Amb Calls	593		50	61	61												172
Total Emergency Calls	4216		319	349	373												1041
Average Calls/day	11.5		10.3	12.0	12.0												11.5
Mutual Aid Given	83		5	6	2												13
Mutual Aid Received	164		11	10	8												29
Injuries Civilian	3		0	0	0												0
Injuries Fire	7		1	0	1												2
Fatalities Civilian	0		0	0	0												0
Fatalities Fire	0		0	0	0												0
Avg. Emergency Turnout	01:46		01:25	01:14	01:14												01:22
Avg. Response Time	03:59		03:47	04:22	03:49												03:46
Avg. Time on Call	47:26		0:46:12	0:52:44	0:42:22												47:23

MAJOR FIRES:	Date:	Type:	Injuries:	Address:	Cause:	Value:	Loss:	Date:	Type:	Injuries:	Address:	Cause:	Value:	Loss:
	2/10/2016	Structure Fire	18-Unit Condo	75 Slater Drive	Undetermined - Cooking Area	\$2,250,000	\$70,000							

## Brad Johnson

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**From:** Brad Johnson  
**Sent:** Tuesday, April 05, 2016 5:00 PM  
**To:** Brad Johnson (bejohnson@ci.fairbanks.ak.us)  
**Subject:** Chaplain Program

As you know, we have implemented a department chaplain program comprising five volunteer chaplains from within our community who have joined forces to provide faith based counseling and assistance to the department and our employees. If you have any questions about the program or its purpose, please see me or take a look at the written directive (2.22) newly published on the program.

You have undoubtedly seen one or more of our new chaplains in and around the station. All have completed background checks and are cleared for unescorted access to the building from APSIN. One who you will see more frequently is Chaplain Steve Sabens, who is the chaplain at the Fairbanks Rescue Mission and has volunteered to help coordinate and develop the program. All have been encouraged to spend time in the station as they can, and to engage with and get to know the employees to better provide their services. You are likely to see them on an ongoing basis in the station and doing ride-alongs as they get to know us and we to know them. Additionally, all have been requested to attend our Citizen Police Academy to learn more about how we do our jobs. Two attended the last session, and one is scheduled for Session 2.

Here are photos of four of the five new Chaplains so that you will recognize them when you see them. I don't have a current photo of Chaplain Stephen Reed, who is also the chaplain at FMH, but I hope to have a group photo to accompany a press release on the program soon. Let me know if you have any questions.



Chaplain Steve Sabens



Chaplain Jonathan Bagwill



Chaplain Angela Jones



Chaplain Joe Blackburn



# FAIRBANKS POLICE DEPARTMENT



## PROCEDURES

CHAPTER/NUMBER: **2.22**

SUBJECT: **Volunteer Chaplain Program**

EFFECTIVE DATE: JUNE 15, 2015

AUTHORITY: CHIEF OF POLICE *R. Aragon* PAGES: 4

A. PURPOSE: To establish a Volunteer Chaplain Program.

B. ASSIGNMENT AND FUNCTION:

The Volunteer Chaplain Program falls under the purview of the Deputy Chief of Support Operations. The primary purpose of the volunteer police chaplains is to assist officers who, in the course of their duties, encounter persons in crises and other stressful situations; and provide comfort, counseling, ministry and spiritual guidance to Departmental personnel and their families if they so desire.

C. DEFINITIONS:

- I. Citizen Volunteer--A citizen volunteer affiliated with the Department serves in a part-time, non-sworn capacity, without compensation, because of an interest in contributing to the Department's role in the community.
- II. Volunteer Police Chaplain Program--a program established to provide for appointment of Volunteer Police Chaplains who will be a liaison between the religious community and the police department.
- III. Volunteer Chaplaincy Team --shall act in an advisory capacity to the Chief of Police. It shall be comprised of the Chief of Police (as "team facilitator"), departmental employees appointed by the Chief, Deputy Chief of Support Operations who will serve as "Team Leader," and departmental Chaplains.
- IV. Volunteer Police Department Chaplain--Police chaplains are public spirited clergy of many faiths and denominations who volunteer their time, energies and talents to assist the department and the community. They will be full time or retired clergy licensed by the individual's respective church or religious order, recommended by the Volunteer Chaplaincy Team and approved by the Chief of Police.
- V. Volunteer Chaplain Coordinator--Police Chaplain designated by the Chief of Police (who serves on the Volunteer Chaplaincy Team ) as being responsible for the coordination of all activities of the Volunteer Police Chaplain Program.

D. DUTIES AND RESPONSIBILITIES:

I. Police Chaplains

1. Police Chaplains may be called upon to assist officers in a variety of situations, including, but not limited to death notification, homicide/suicide cases, fatal or serious injury accidents, critical incidents, providing aid or comfort to victims and families, line of duty injuries or deaths, personal issues of departmental employees if requested, and visitation of sick or injured officers and their family members in the hospital or at home.
2. Police Chaplains, while acting in the capacity of a chaplain, shall possess no law enforcement authority.

3. Requests for a police chaplain must be made through a supervisor unless the employee seeks the assistance of a police chaplain for personal matters.
4. All communications between a member of the Fairbanks Police Department and a Fairbanks Police Chaplain will remain confidential with the following exceptions:
  - a. Where state and federal laws, and or local ordinance and regulations permit or require release of information in situations where there is actual or potential danger to self or others, evidence of child abuse, or under court order;
  - b. A commission of an illegal act on workplace premises; or
  - c. As otherwise required by law.
5. Are encouraged to participate frequently in the ride along program to facilitate a better understanding of police operations and to develop a positive rapport with police personnel . Chaplains will follow the ride along guidelines; however, the following two (2) exceptions apply: 1. they will fill out the application once (which will remain on file), and 2. unlimited ride-alongs (within reason) may occur. Take part in ongoing training programs designed to increase knowledge and ability in crisis intervention,
6. Attend departmental staff meetings upon invitation,
7. Attend departmental promotional functions, award ceremonies, dinners, social events, academy graduation ceremonies when requested to offer the invocation and/or the benediction,
8. Dress in appropriate attire and conspicuously display his/her issued identification,
9. Abide by all applicable Departmental policies and procedures to perform their duties,
10. During field operations, chaplains will comply with orders and instructions of the officer in charge of the operation,
11. Do not have the authority or responsibility of a sworn officer and will not take any police action when performing in their official capacity,
12. Chaplains are not authorized to operate Department vehicles.
13. When providing field services, the police chaplain shall complete the Volunteer Police Chaplain Report. The report will be submitted at the end of the chaplains' tour of duty. This report will be submitted to the Deputy Chief of Support Operations.
14. Volunteer Chaplains shall complete form POL-149 (Volunteer Police Chaplain Contact Report) on any follow-up contacts they have with persons who are initially contacted during the chaplains' service with the Department. These forms should be turned into the Deputy Chief of Support Operations and will be filed and maintained in that office. Personal conversations between departmental personnel and police chaplains do not require documentation.
15. Police Chaplains shall not release any information to news media, insurance companies or any other non-involved individuals. All requests for information should be referred to the on duty supervisor.
16. Police Chaplains should, when requested, notify the involved person's clergy as soon as practical. Upon the clergy's arrival, the chaplain shall defer to the persons clergy and provide assistance as needed or as requested.

II. Department Employees:

1. Are encouraged to make use of the services provided by the police chaplains whenever they might be helpful,
2. Will fully respect the rights to privileged communications with police chaplains,
3. Will assist the police chaplains in crisis situations or emergencies while they are performing their duties,
4. Will document in reports the identity, actions and activities of the police chaplain's involvement in an incident. Copies of those reports will be forwarded to the chaplain coordinator,
5. Are to contact the Watch Command Officer when they have a personal need for the police chaplain or they may contact the chaplain directly.

III. Watch Command Officer/Watch Supervisor:

1. Will determine the need for a police chaplain and contact the Fairbanks Emergency Communications Center (FECC),
2. Request FECC personnel to contact the chaplain on call from the list,
3. Request FECC personnel to contact the next chaplain off the list when a response is delayed beyond a reasonable time period.

IV. Deputy Chief of Support Operations:

1. Develop and maintain an up to date list of all current active department chaplains and the information necessary to make contact with them:
2. Current copy of list to be available to shift supervisors;
3. Current copy of list to be available to be maintained in Watch Commander's office.
4. Notify the on call chaplain when an employee of the Fairbanks Police Department (sworn or non-sworn) or their families are sick or injured requiring a stay in the hospital or a lengthy recovery period.

E. QUALIFICATIONS FOR A VOLUNTEER POLICE CHAPLAIN:

- I. In order to qualify for recommendation to the Chief of Police as a volunteer chaplain, candidates must meet the following criteria.
  1. Must have a desire to serve as a police chaplain and be available to respond to situations where a chaplain's response is indicated.
  2. Must be ordained and licensed member of the clergy and have a recognized ecclesiastical endorsement recognized by Alaska.
  3. Must have a minimum of three- years of service in a full-time pastoral ministry.
  4. Must possess a a professional certification in religion or counseling.
  5. Must demonstrate strong communication skills.

6. Must be willing to become involved in training programs that enhance the clergy person's skills dealing with people in crisis.
7. Police chaplains must establish and maintain, at Department expense, membership in the International Conference of Police Chaplains.
8. Must have never been convicted of a felony or offenses involving moral turpitude.
9. Must have strong leadership skills and the ability to understand and relate to persons holding differing religious beliefs.
10. Must have a valid Alaska driver's license and be able to provide personal transportation.

F. SELECTION PROCESS:

- I. The selection process for the position of volunteer police chaplain shall include the following:
  1. Applicants must submit a letter and résumé to the Chief of Police expressing interest in the Chaplain program. Additionally, applicable documentation and/or certificates should accompany the letter of interest and résumé .
  2. The Deputy Chief of Support Operations or Senior Police Chaplain will verify that the applicant meets the basic eligibility requirements.
  3. All applicants must submit to a background investigation.
  4. The active chaplains shall act as the screening committee to recommend persons wishing to become department chaplains, and to recommend termination of any individual's status as department chaplains. The authority to appoint or terminate a department chaplain shall remain solely with the Chief of Police.
  5. Prior to screening of a candidate's application they must first participate in a minimum of two ride-alongs of at least four hours each during a variety of shifts and officers.
  6. Candidates will be appointed by the Chief of Police.

G. TRAINING:

- I. Volunteer Chaplains who are not sworn will attend and complete the departments' Citizen Police Academy within a year of appointment by the Chief of Police. All volunteer chaplains shall attend and complete a Chaplains Basic Certification course to be determined by the Deputy Chief of Support Operations.
- II. Additional training and guidance will also be provided by the Senior Police Chaplain.

H. COMPLAINTS AGAINST AND TERMINATION OF A VOLUNTEER POLICE CHAPLAIN:

- I. Complaints about a chaplains' performance shall be referred to the Deputy Chief of Support Operations.
- II. Termination of a Volunteer Police Chaplain may occur due to failure to abide to the established policies and procedures, failure to honor an officers' authority or privacy, or failure to practice professional ethics.
- III. Discipline and/or termination of a Volunteer Police Chaplain will fall under the purview of the Chief of Police.

# BAIL SCHEDULE

## FELONIES

NO SCHEDULED BAIL

### MISDEMEANOR OFFENSES WITH NO SCHEDULED BAIL

2 <sup>ND</sup> OR GREATER DUI OR REFUSAL	BAIL SET BY JUDICIAL OFFICER
2 <sup>ND</sup> OR GREATER NON DV ASSAULT WITHIN 5 YEARS	BAIL SET BY JUDICIAL OFFICER
VCOR "A"	BAIL SET BY JUDICIAL OFFICER
VCOR "B"	BAIL SET BY JUDICIAL OFFICER
VCOR DV	BAIL SET BY JUDICIAL OFFICER
DV OFFENSE <sup>1</sup>	BAIL SET BY JUDICIAL OFFICER

### MISDEMEANOR OFFENSES WITH SCHEDULED BAIL<sup>ii</sup>

1st DUI OR REFUSAL	RELEASE ON OWN RECOGNIZANCE
NON DV ASSAULT	RELEASE ON OWN RECOGNIZANCE
NON DV STALKING 2	RELEASE ON OWN RECOGNIZANCE
TITLE 28 OFFENSES	RELEASE ON OWN RECOGNIZANCE
OTHER A MISDEMEANORS NOT LISTED ABOVE AS HAVING NO SCHEDULED BAIL	RELEASE ON OWN RECOGNIZANCE
OTHER B MISDEMEANORS NOT LISTED ABOVE AS HAVING NO SCHEDULED BAIL	RELEASE ON OWN RECOGNIZANCE

## CITY AND BOROUGH OFFENSES

BAIL SCHEDULE IS THE SAME AS FOR EQUIVALENT STATE OFFENSES.

<sup>i</sup> "Crimes involving domestic violence" under AS 18.66.990(3) means any of the following offenses, or an attempt to commit any of the following offenses, committed by a "household member" against another "household member": a crime against a person under AS 11.41; burglary under AS 11.46.300 – AS 11.46.310; criminal trespass under AS 11.46.320 – AS 11.46.330; arson and criminally negligent burning under AS 11.46.400 – AS 11.46.430; criminal mischief under AS 11.46.475 – AS 11.46.486;



# **PUBLIC SAFETY COMMISSION**

**April 12, 2016  
11:30 AM  
Fairbanks Police Department**

PSC Members: Joy Huntington (Seat A - 2018) Stephen Heckman (Seat E - 2018)  
Tom Temple (Seat B - 2018) Robert Kinnard (Seat F - 2016)  
Peter Stern (Seat C - 2016) : Chairman Sean Reilly (Seat G - 2017)  
Buzzy Chiu (Seat D - 2017) Thomas Carter (Seat H - 2017)

## **Regular Meeting Agenda**

### **ADOPT AGENDA**

**APPROVE MINUTES** January 12, 2016 Regular Meeting

### **PUBLIC COMMENT**

### **COF DEPARTMENT REPORTS**

FECC Report Director Stephanie Johnson

FFD Report Chief Jim Styers

FPD Report Chief Randall Aragon

PW Report Director Verg Scott

**OLD BUSINESS** None

**NEW BUSINESS** None

### **CLOSING COMMENTS**

**NEXT MEETING(S)** July 12, 2016 – Next Regular Qtrly Meeting  
Hosted by FFD

### **ADJOURN**

updated (04/7/16) llh

City of Fairbanks  
Permanent Fund Review Board  
(Quarterly Meeting Minutes)  
April 21, 2016

The Permanent Fund Review Board (PFRB) convened at 1:30 P.M. on the above date, to conduct a quarterly meeting with the following board members in attendance.

Board Members Present: Patty Mongold, Chair  
Council Member Bernard Gatewood  
Jennifer Imus  
Jeff Johnson  
Dave Owen

Board Members Absent: None

Also Present: Carmen Randle, Chief Financial Officer  
Jason Roth, Senior Vice President, Investments - APCM  
Brandy Niclai, Vice President, Portfolio Manager - APCM

The January 25, 2016 minutes were unanimously approved by the PFRB.

Carmen reviewed the account's performance through March 31, 2016:

- \$120,147,472 -March 31, balance including accrued income
- \$ 616,400 - Dividend and interest earnings
- \$ (81,877) - Realized loss
- \$ 2,102,410 - Unrealized gains
- \$ 46,099 - Management and custodial fees
- \$ 2,665,523 - 2016 Earnings - net of expenses

Carmen reported that the 2016 draw of \$5,032,231 is scheduled to happen towards the end of November or beginning of December. If a draw is needed sooner, Carmen will send an email to the PFRB and APCM. The general fund will receive \$4,473,094 and the capital fund will receive \$559,137.

Jason reported the funds value on April 20, 2016 was \$121,343,000.

APCM presented the portfolio's performance; allocation and selection effect, and reviewed the compliance report. (See attachment 1– APCM investment review for the quarter ending March 31, 2016).

### Reported Performance

1st Quarter		Year to Date		Last 12 Months		Inception to Date	
Account	Benchmark	Account	Benchmark	Account	Benchmark	Account	Benchmark
2.30%	2.48%	2.30%	2.48%	0.22%	0.45%	5.27%	4.90%
	0.13%		0.50%		0.50%		3
<u>2.30%</u>	<u>2.61%</u>	<u>2.30%</u>	<u>2.98%</u>	<u>0.22%</u>	<u>0.95%</u>	<u>5.27%</u>	<u>4.90%</u>

1 12.5 bps - per quarter rounded

2 50 bps hurdle -annual

3 50 bps hurdle codified in March, 2009. Inception performance begins January 31, 1998.

After the APCM report was complete Jason and Brandy left the meeting and the PFRB began discussing the Investment Manager and Custodial Services RFPs. Jennifer asked for clarification regarding procurement conflicts of interest. The PFRB members clarified that it would be a conflict of interest to participate in the creation of the RFPs if the PFRB member's company/agency planned to submit a proposal in response to the RFP. Jennifer reported that Wells Fargo would only submit a proposal for the Custodial Services. The PFRB agreed that she could participate in the discussions regarding the Investment Manager RFP, but not the Custodial Services RFP.

The PFRB decided that the Custodial Services RFP will be created after the Investment Manager RFP process is complete.

The PFRB reviewed the Investment Manager RFP and made suggestions for changes. The anticipated RFP process timeline is as follows:

- Issue date (advertised in newspaper): 5/01/2016
- Pre-Proposal Question Deadline: 5/31/2016 at 10:00a.m.
- PFRB Review & Answer Questions: 6/6/2016 10:30-Noon, Carmen's office
- Mandatory Pre-Proposal Conference: 6/10/16 at 10:00 a.m. in Council Chambers
- Proposal Deadline: 6/23/16 at 2:00 p.m.
- Proposal Review: 6/24/16-7/20/16
- Contractual Period 1/1/2017-12/31/2021

The PFRB set the next quarterly meeting for Wednesday July 20, 2016 at 1:30 P.M.

The PFRB meeting adjourned at approximately 4:30 P.M.

Minutes will be placed on the July 20, 2016 agenda for approval.

# INVESTMENT REVIEW

*for period ending March 31, 2016*

## Fairbanks Permanent Fund



ALASKA PERMANENT  
CAPITAL MANAGEMENT

Registered Investment Adviser  
172 of 245

# Account Summary as of March 31, 2016

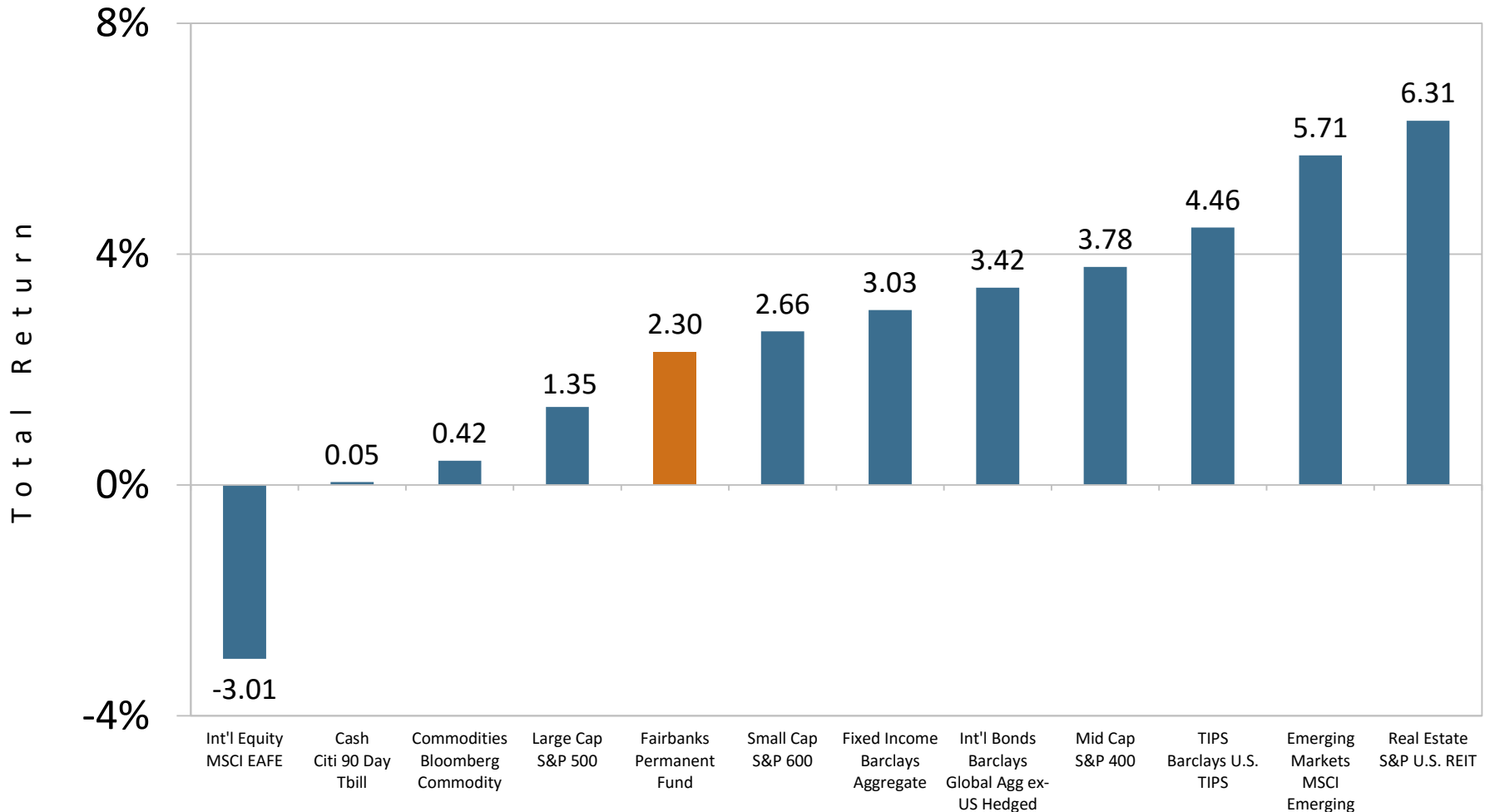
## *Fairbanks Permanent Fund*

Account Inception	<b>January 1998</b>
Current Market Value <i>March 31, 2016</i>	<b>\$120,148,633</b>
Annualized Account Return <i>January 31, 1998 – March 31, 2016; Gross of Fees</i>	<b>+5.27%</b>
Annualized Benchmark Return <i>January 31, 1998 – March 31, 2016</i>	<b>+4.90%</b>
Current Allocation	<b>45% Equity / 55% Bonds</b>

# Market Review

# Asset Class Performance YTD as of March 31, 2016

## *Fairbanks Permanent Fund*



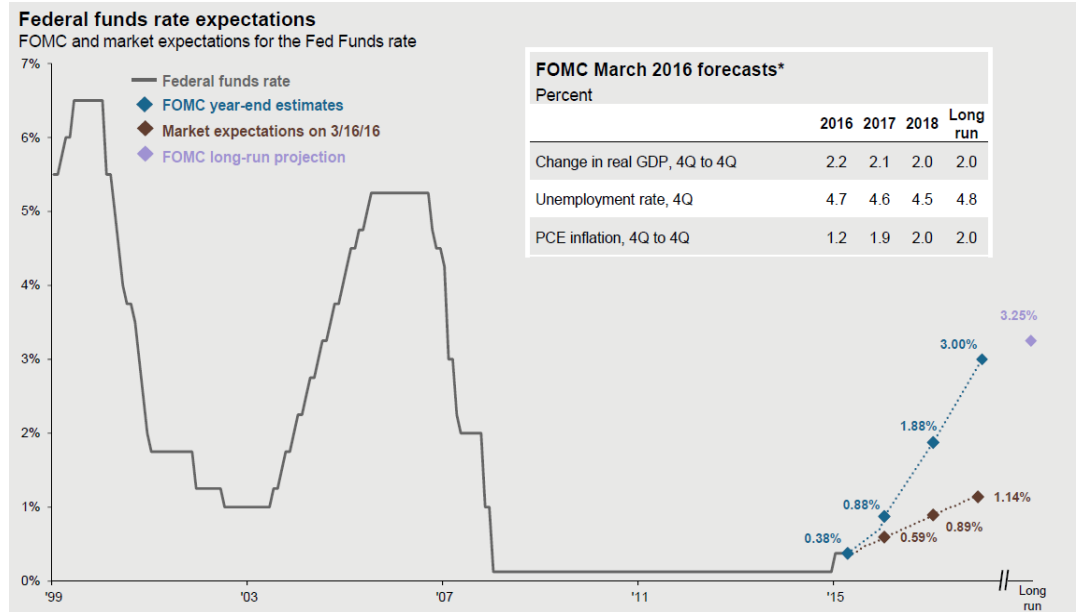
Account performance is gross of fees. Asset class performance is represented by the stated index return.

# 2016 Volatility: Federal Reserve Expectations

*The Fed raised short term interest rates in December for the first time since 2006.*

## What's going on:

- Given decent economic growth in the U.S., **the Fed began the process of normalizing interest rates in December** with a 0.25% increase in the federal funds rate.
- The FOMC hinted that **further increases were likely in 2016, but at a gradual pace** and dependent upon incoming data.



## APCM's view:

- The **Fed's own expectations for rates remains different from the market** and that could contribute to continued market volatility. APCM currently anticipates there will be two hikes occurring later in the year.
- Rate normalization will eventually help long term return expectations for bonds**, but should be gradual given a tepid environment for global growth.

Chart: J.P. Morgan Asset Management



# 2016 Volatility: Strong Dollar

*The dollar has appreciated dramatically against all major currencies since 2014.*

## U.S. Dollar Index

Monthly average of major currencies nominal trade-weighted index



Chart: J.P. Morgan Asset Management

## What's going on:

- As the Federal Reserve is raising rates, **other central banks around the world are maintaining extremely loose monetary policies.**
- The slowdown in growth abroad and diverging interest rates has increased demand for U.S. assets and the dollar.

## APCM's view:

- The **strong dollar has affected corporate profits** for U.S. companies with operations overseas. APCM expects that going forward the **rate of increase should moderate** and be less of a headwind to earnings.
- **Currency impacts tend to dissipate over time** and do not significantly impact long term risk-adjusted returns for equities.

# 2016 Volatility: China Slowdown

*The world's second largest economy is growing at approximately 6% per year.*

## What's going on:

- China's **GDP growth** averaged 10% per year for nearly two decades, but **has recently moderated to 6-7%** as it transitions from a fixed investment led model to a consumer driven economy like the U.S.
- China has been a big contributor to global growth and a huge consumer of global commodities. **Now that demand from China is weakening, the impacts are being felt around the world.**

## APCM's view:

- Chinese policy makers are supporting the economy** through its economic transition. Their ability to balance between growth and reform objectives will be important.
- APCM's long term global growth expectations are muted** to reflect transitioning economies, deflationary pressures, and demographic headwinds.

### China real GDP contribution

Year-over-year % change

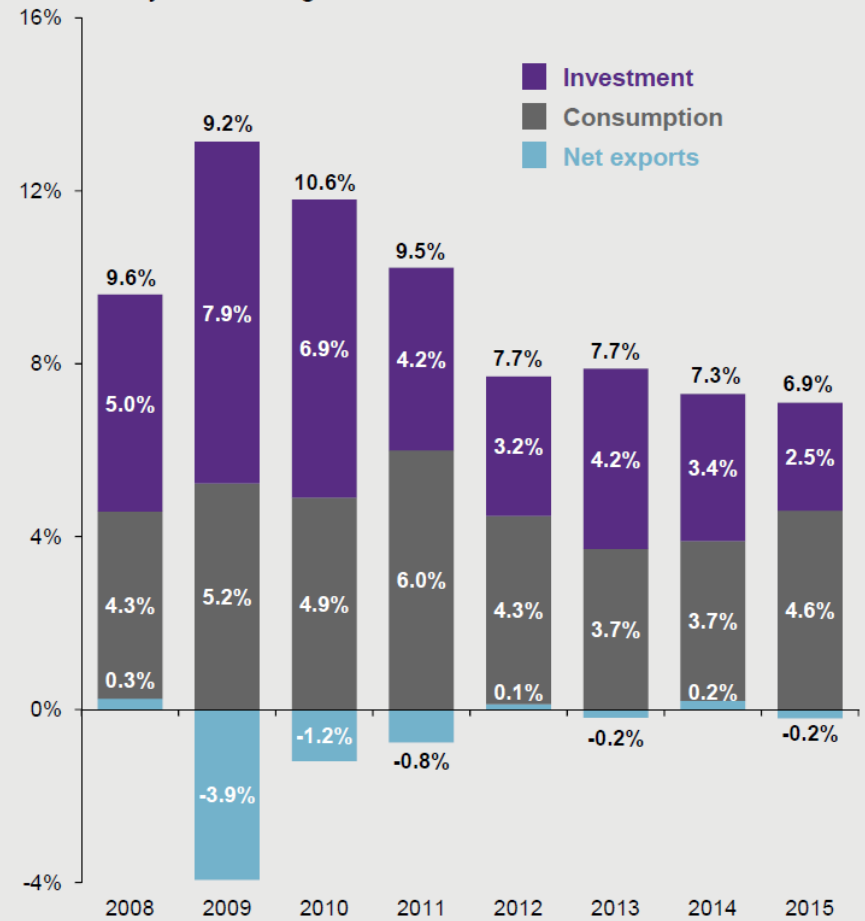


Chart: J.P. Morgan Asset Management

# 2016 Volatility: Falling Commodity Prices

*Commodity prices remain depressed and in many cases are near multi-decade lows.*

## Price of oil

Brent crude, nominal prices, USD/barrel



Chart: J.P. Morgan Asset Management

## What's going on:

- Shale oil exploration and OPEC market share strategies have led to a **global supply glut**.
- Overproduction both in oil and other commodities combined with **weak demand from China has only exacerbated the problem**.

## APCM's view:

- **Falling prices have been contributing to recent market volatility** as investors respond to the impact on earnings and global growth expectations.
- **Positive impacts** (such as lower gas prices) from falling commodity prices **can take a while to work through the economy**. Eventually lower prices should provide support to consumers around the world, including in the U.S.

# 2016 Volatility: Equities Fairly to Fully Valued

*Valuations in developed markets have returned to average historical levels.*

## Valuations

Monthly

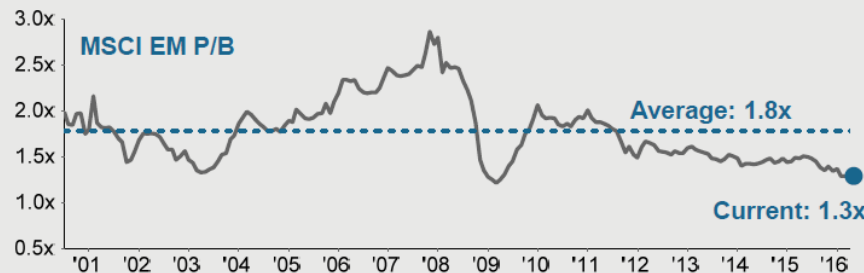
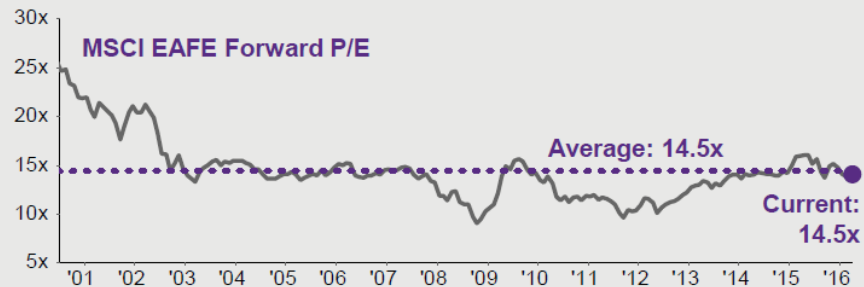
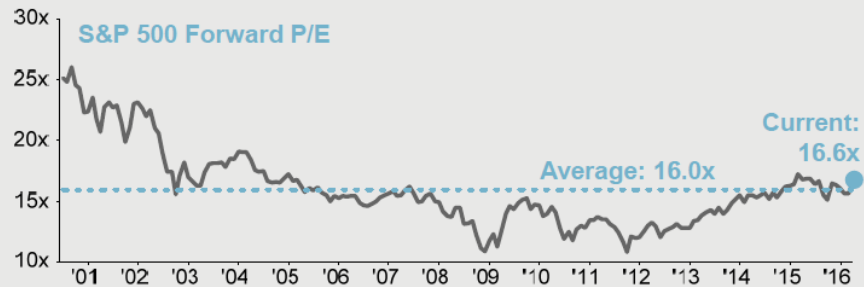


Chart: J.P. Morgan Asset Management

## What's going on:

- The recent recovery in markets has **increased U.S. valuations**, which were slightly below historical averages at the end of 2015.
- Developed and emerging markets overseas are **more attractive** than U.S. on both an absolute and relative valuation basis.

## APCM's view:

- Given current valuation levels, support in the form of **corporate earnings growth** and continued **U.S. consumption** will be **important going forward**.
- The market is near fair value and **APCM's long-term return expectations for U.S. and int'l equities have not changed**.

# Portfolio Review

*as of March 31, 2016*

# Historical Market Value as of March 31, 2016

*Fairbanks Permanent Fund*

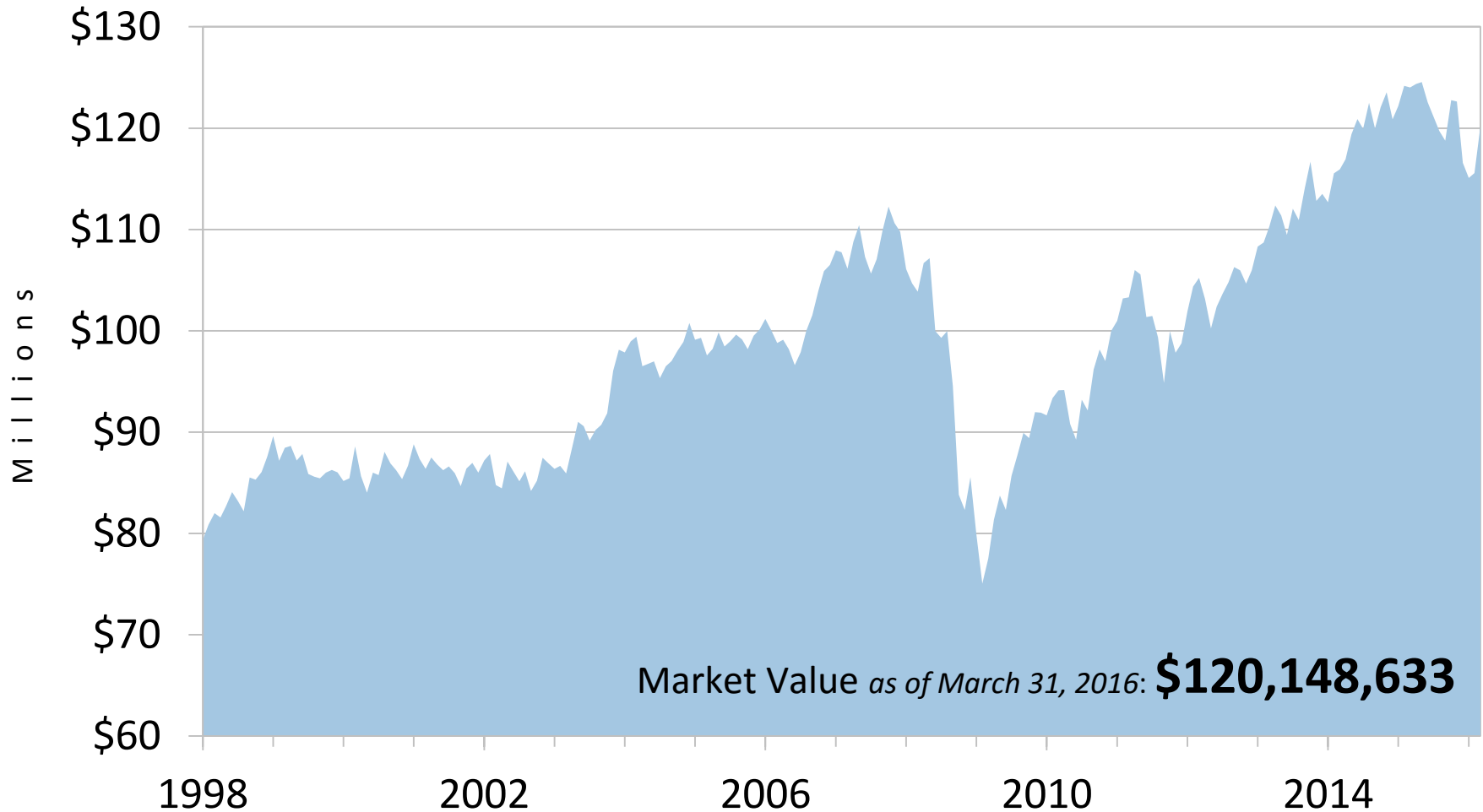
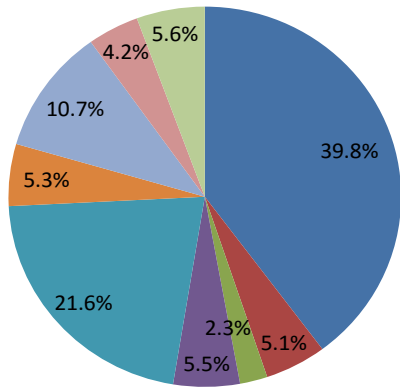


Chart shows month-end portfolio market value from January 1998 to March 2016.

**PORTFOLIO  
REVIEW**

# Asset Allocation as of March 31, 2016

## *Fairbanks Permanent Fund*



- U.S. Fixed Income
- U.S. TIPS
- International Bonds
- Cash
- Large Cap
- Mid/Small Cap
- International
- Emerging Markets
- Real Estate

Asset Class	% Assets	Strategic Benchmark	Range	Market Value
<b>Fixed Income</b>	<b>52.6%</b>	<b>55%</b>	<b>40-70%</b>	<b>\$63,190,976</b>
U.S. Fixed Income	39.8%	40	30-70	\$47,802,603
U.S. TIPS	5.1%	5	0-10	\$6,086,388
International Bonds	2.3%	5	0-10	\$2,727,000
Cash	5.5%	5	0-10	\$6,574,984
<b>Equities</b>	<b>47.4%</b>	<b>45%</b>	<b>30-60%</b>	<b>\$56,957,657</b>
Large Cap	21.6%	22	15-50	\$25,972,033
Mid/Small Cap	5.3%	5	0-10	\$6,329,941
International	10.7%	9	0-15	\$12,805,412
Emerging Markets	4.2%	4	0-10	\$5,090,126
Real Estate	5.6%	5	0-10	\$6,760,146
<b>Commodities</b>	<b>0.0%</b>	<b>0%</b>	<b>0-10</b>	<b>\$0</b>

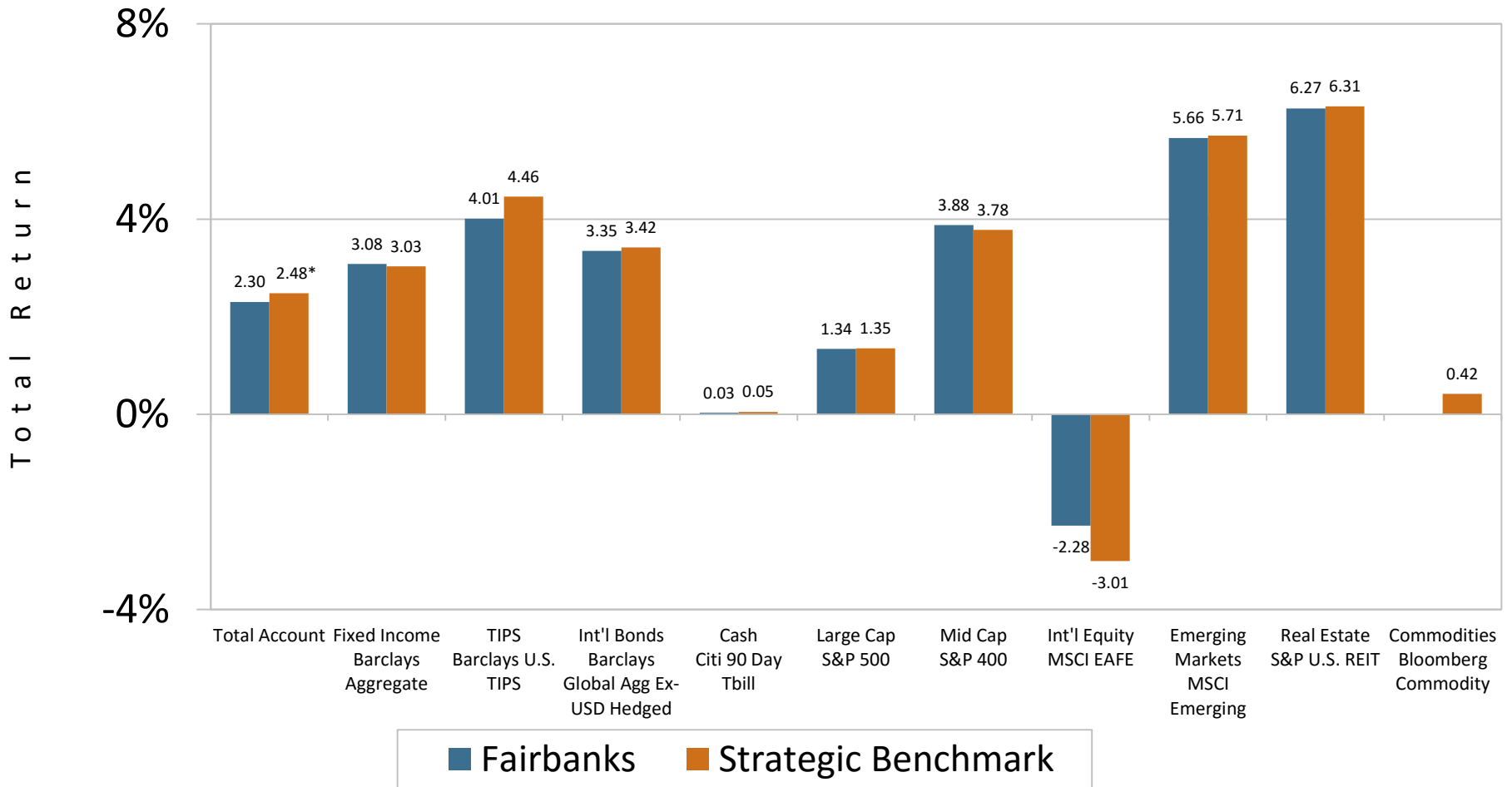
**Total**

**\$120,148,633**

**PORTFOLIO  
REVIEW**

# Account Performance First Quarter 2016

## *Fairbanks Permanent Fund*



\* 50 bps hurdle 2.61%. Performance is gross of fees.



# Portfolio Summary First Quarter 2016

## *Fairbanks Permanent Fund*

- **Q1 portfolio return of 2.30% vs. a blended benchmark return of 2.48%.**
  - An overweight to Int'l Equities and an underweight to U.S. TIPS detracted from relative performance.
  - Int'l Equities outperformance relative to the benchmark attributed to selection affect from the inclusion of small cap, as well as a reduction in discount of the fund's price to NAV.
- **Actively managed fixed income Q1 return of 3.08% vs. the Barclays Aggregate return of 3.03%.**
  - A modest underweight in long duration fixed income assets contributed to outperformance relative to the benchmark.

**PORTFOLIO  
REVIEW**

# Performance Attribution First Quarter 2016

## *Fairbanks Permanent Fund*

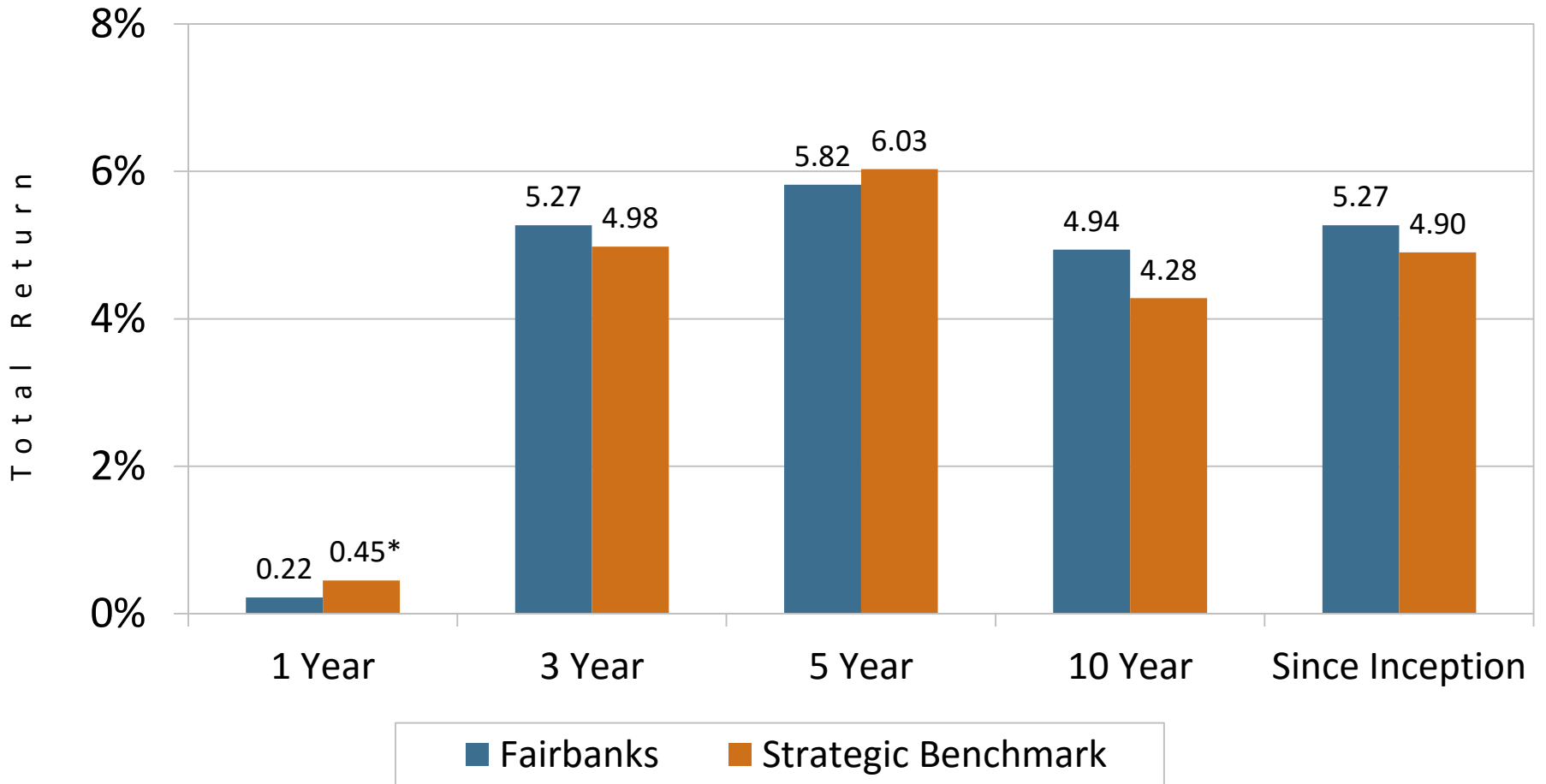
	January 16	February 16	March 16	Q1 2016
<b>Allocation Effect</b>				
Aggregate Bonds	0.02	0.01	(0.04)	(0.01)
Domestic Large Cap	0.00	0.00	(0.03)	(0.02)
Domestic Mid Cap	(0.01)	0.00	0.00	(0.01)
Domestic Small Cap	0.00	0.00	0.00	0.00
International Equity	(0.12)	(0.04)	0.03	(0.12)
Emerging Market Equity	(0.01)	0.00	(0.01)	(0.01)
Real Estate	(0.01)	(0.00)	0.02	0.01
TIPS	(0.04)	0.00	(0.00)	(0.05)
International Bonds	(0.09)	(0.02)	0.09	(0.03)
Commodities	0.00	0.00	0.00	0.00
Cash	0.01	(0.00)	(0.01)	(0.01)
<b>Total</b>	<b>(0.25)</b>	<b>(0.05)</b>	<b>0.05</b>	<b>(0.25)</b>
<b>Selection Effect</b>				
Aggregate Bonds	0.18	(0.01)	(0.15)	0.02
Domestic Large Cap	(0.00)	(0.00)	0.00	(0.00)
Domestic Mid Cap	0.01	(0.00)	0.00	0.00
Domestic Small Cap	0.00	0.00	0.00	0.00
International Equity	0.17	(0.14)	0.05	0.08
Emerging Market Equity	0.05	(0.03)	(0.03)	(0.01)
Real Estate	0.00	(0.00)	0.00	(0.00)
TIPS	(0.01)	(0.00)	(0.01)	(0.02)
International Bonds	(0.01)	0.00	0.00	(0.00)
Commodities	0.00	0.00	0.00	0.00
Cash	(0.00)	(0.00)	(0.00)	(0.00)
<b>Total</b>	<b>0.40</b>	<b>(0.20)</b>	<b>(0.13)</b>	<b>0.07</b>
<b>Total Attribution</b>	<b>0.15</b>	<b>(0.25)</b>	<b>(0.08)</b>	
<b>Bench Return</b>	(1.76)	0.25	4.05	
<b>Account Return</b>	(1.61)	(0.00)	3.97	

Portfolio Return = Allocation Effect + Selection Effect

$(\text{Weight}_{\text{Port Sector}} - \text{Weight}_{\text{Bench}}) (\text{Return}_{\text{Sector Bench}} - \text{Return}_{\text{Port Bench}}) + (\text{Weight}_{\text{Port Sector}}) (\text{Return}_{\text{Port Sector}} - \text{Return}_{\text{Sector Bench}})$

# Account Performance as of March 31, 2016

## *Fairbanks Permanent Fund*



\* 50 bps hurdle 0.95%.

Performance is gross of fees and annualized for periods greater than one year. Inception performance begins on January 31, 1998. Strategic benchmark is a blended return of the account's target allocation.

# Compliance Report

# Background

April 21, 2010

To: Permanent Fund Review Board

From: City of Fairbanks, Finance Department and APCM

Subject: Compliance

During this year's audit of the Permanent Fund the question was raised as to exactly how does the Finance Department know the Fund was in compliance with the various restrictions contained in the authorizing ordinances and resolutions. While the auditor's questions were answered it became apparent that a more formalized compliance system would make this question mute.

Nine specific compliance questions have been identified and it is recommended that a compliance appendix be included at each quarterly meeting illustrating that the Fund meets all of the respective criteria. The identified nine items are as follows:

1. Equity and Fixed-income limitations as well as range limitations within the two categories.
2. Corporate debt limitation of 30% of total portfolio market value.
3. Limitation on the purchase of any bond in excess of 600 basis points above a comparable duration US treasury.
4. Limitation on the purchase of any CMBS after January 1, 2009.
5. Ratings and downgrade limitations on corporate securities.
6. Five percent limitation on any one security (total portfolio).
7. Ten percent limitation on Baa rated securities (fixed income portfolio).
8. Duration constraint of between 80-120 percent of the Barclays Aggregate.
9. Twenty-Five percent industry limitation (total portfolio).

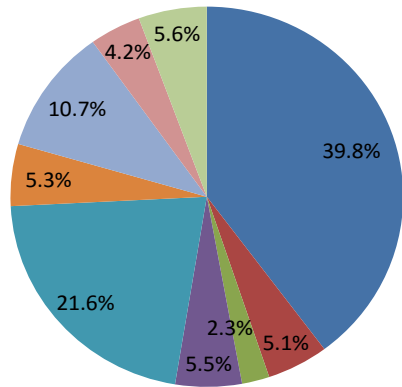
In the attached packet each of the nine limitations are addressed by either a specific report or calculation based upon an enclosed report to illustrate compliance. Should the Board approve of the format, the Compliance Report will become a regular appendix presented at each quarterly meeting.

# Item 1

- Equity and fixed-income limitations as well as range limitations within the two categories
  - Copy of quarterly chart illustrating targets & ranges vs. actual
  - Portfolio Appraisal report (Appendix)

# Asset Allocation as of March 31, 2016

## Fairbanks Permanent Fund



- U.S. Fixed Income
- U.S. TIPS
- International Bonds
- Cash
- Large Cap
- Mid/Small Cap
- International
- Emerging Markets
- Real Estate

Asset Class	% Assets	Strategic Benchmark	Range	Market Value
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Emerging Markets	4.2%	4	0-10	\$5,090,126
Real Estate	5.6%	5	0-10	\$6,760,146
<b>Commodities</b>	<b>0.0%</b>	<b>0%</b>	<b>0-10</b>	<b>\$0</b>

**Total**

**\$120,148,633**

## Item 2

- Corporate debt limitations of 30% of the total portfolio market value
  - See attached Portfolio Appraisal report



# Portfolio Appraisal as of March 31, 2016

## *Fairbanks Permanent Fund*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>CORPORATE BONDS</b>									
500,000	AT&T INC 2.950% Due 05-15-16	104.33	521,670	100.23	501,170	0.42	14,750	5,572	1.00
500,000	JOHNSON & JOHNSON 2.150% Due 05-15-16	104.26	521,320	100.19	500,930	0.42	10,750	4,061	0.61
500,000	BANK AMER CORP 5.625% Due 10-14-16	99.93	499,670	102.38	511,925	0.43	28,125	13,047	1.14
675,000	CONOCOPHILLIPS CANADA 5.625% Due 10-15-16	104.71	706,819	102.33	690,734	0.57	37,969	17,508	1.26
500,000	MORGAN STANLEY 5.750% Due 10-18-16	110.27	551,340	102.50	512,525	0.43	28,750	13,017	1.14
1,000,000	UBS AG LONDON PRIV PLACEMENT (144A) 2.250% Due 03-30-17	100.93	1,009,300	101.02	1,010,230	0.84	22,500	62	1.22
750,000	BANK OF NEW YORK MELLON 1.969% Due 06-20-17	102.60	769,522	100.95	757,162	0.63	14,767	4,143	1.17
500,000	CAMPBELL SOUP CO. 3.050% Due 07-15-17	106.83	534,130	102.16	510,785	0.43	15,250	3,219	1.35
500,000	INTERNATIONAL BUSINESS MACHS 5.700% Due 09-14-17	106.27	531,328	106.77	533,865	0.44	28,500	1,346	0.99
750,000	EXELON GENERATION CO LLC 6.200% Due 10-01-17	105.77	793,260	106.33	797,467	0.66	46,500	23,250	1.90
500,000	WELLS FARGO & COMPANY 5.625% Due 12-11-17	99.58	497,920	107.18	535,925	0.45	28,125	8,594	1.32
500,000	WACHOVIA CORP 5.750% Due 02-01-18	99.57	497,860	107.66	538,300	0.45	28,750	4,792	1.49
575,000	MCDONALDS CORP M/T/N 5.350% Due 03-01-18	107.54	618,377	107.61	618,780	0.52	30,762	2,564	1.31
500,000	GLAXOSMITHKLINE CAP INC 5.650% Due 05-15-18	104.59	522,950	109.56	547,810	0.46	28,250	10,672	1.08
1,000,000	US BANCORP 1.950% Due 11-15-18	100.30	1,003,040	101.58	1,015,760	0.85	19,500	7,367	1.33
500,000	CATERPILLAR FIN SERV 7.150% Due 02-15-19	99.16	495,805	115.47	577,340	0.48	35,750	4,568	1.61
600,000	GOLDMAN SACHS GROUP INC. 7.500% Due 02-15-19	101.40	608,421	115.19	691,116	0.58	45,000	5,750	2.03

**COMPLIANCE  
REPORT**

# Portfolio Appraisal as of March 31, 2016

## *Fairbanks Permanent Fund*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
600,000	PROCTER & GAMBLE CO. 4.700% Due 02-15-19	102.81	616,886	110.00	660,024	0.55	28,200	3,603	1.15
500,000	JPMORGAN CHASE & CO 6.300% Due 04-23-19	118.62	593,085	113.09	565,475	0.47	31,500	13,825	1.88
600,000	MICROSOFT CORP 4.200% Due 06-01-19	102.24	613,416	109.76	658,590	0.55	25,200	8,400	1.05
1,250,000	TORONTO-DOMINION BANK 2.250% Due 09-25-19	101.89	1,273,637	101.94	1,274,312	1.06	28,125	469	1.67
750,000	ADOBE SYSTEMS INC 4.750% Due 02-01-20	112.47	843,502	110.10	825,780	0.69	35,625	5,937	2.00
500,000	NBC UNIVERSAL MEDIA LLC 5.150% Due 04-30-20	114.02	570,115	113.68	568,400	0.47	25,750	10,801	1.67
750,000	DOW CHEMICAL CO* 4.250% Due 11-15-20	108.13	810,952	108.79	815,895	0.68	31,875	12,042	2.24
1,000,000	CAMPBELL SOUP CO 8.875% Due 05-01-21	129.52	1,295,200	127.92	1,279,190	1.06	88,750	36,979	2.92
786,000	CARGILL INC. (144a) 4.307% Due 05-14-21	98.06	770,763	109.92	863,948	0.72	33,853	12,883	2.24
750,000	GENERAL MILLS INC 3.150% Due 12-15-21	102.88	771,577	104.53	783,982	0.65	23,625	6,956	2.30
500,000	JPMORGAN CHASE & CO 3.875% Due 02-01-24	105.18	525,905	106.55	532,745	0.44	19,375	3,229	2.93
500,000	BELLSOUTH CORP 6.000% Due 11-15-34	97.52	487,595	106.56	532,815	0.44	30,000	11,333	5.43
500,000	MCDONALDS CORP 5.700% Due 02-01-39	120.31	601,570	117.59	587,935	0.49	28,500	4,750	4.46
500,000	CATERPILLAR INC 4.300% Due 05-15-44	103.05	515,235	104.25	521,275	0.43	21,500	8,122	4.04
	Accrued Interest				268,862	0.22			
			20,972,173		21,591,055	17.97		268,862	

## Items 3 & 4

- Limitation on the purchase of any bond in excess of 600 basis points above a comparable duration U.S. Treasury
- Limitation on the purchase of any CMBS after January 1, 2009
  - See attached Purchase and Sale report

# Purchases and Sales from December 31, 2015 to March 31, 2016

## Fairbanks Permanent Fund

Portfolio Name	Trade Date	Settle Date	Quantity	Security	Unit Price	Amount	Yield On Cost	Spread Over TSY	Sector	Sec Type Code
<b>SALES</b>										
FAIRBANKS PERMANENT	01-19-16	01-19-16	250,000	HSBC FINANCE CORP 5.500% Due 01-19-16	100.00	250,000.00	?		Corporate Bonds	cbus
FAIRBANKS PERMANENT	02-26-16	02-29-16	500,000	US TREASURY NOTES 1.375% Due 05-31-20	100.77	503,867.19	1.19		US Treasury Notes	tnus
FAIRBANKS PERMANENT	02-26-16	02-29-16	500,000	US TREASURY NOTES 2.750% Due 02-15-19	105.28	526,406.25	0.94		US Treasury Notes	tnus
FAIRBANKS PERMANENT	03-15-16	03-15-16	350,000	UNITED HEALTH GROUP INC 5.375% Due 03-15-16	100.00	350,000.00	?		Corporate Bonds	cbus
						1,630,273.44		0.66		
								0.66		
<b>PURCHASES</b>										
FAIRBANKS PERMANENT	01-22-16	02-17-16	1,500,000.000	FNCI TBA 0.000% Due 12-01-30	103.77	1,556,484.38	?		FNMA & FHMLC Mortgag	mtus
FAIRBANKS PERMANENT	02-26-16	02-29-16	1,567,725.00	US TREASURY INFLATION PRO 0.125% Due 01-15-22	100.03	1,568,214.91	?		TIPS	tius
FAIRBANKS PERMANENT	03-17-16	03-17-16	737.6750	VANGUARD INST'L S&P500 IN	185.05	136,506.66	?		Domestic Large Cap E	mfus
						3,261,205.95		0.00		
								0.00		

# Item 5

- Ratings and downgrade limitations on corporate securities
  - See attached Portfolio Holdings (Expanded) report

# Portfolio Holdings (Expanded) as of March 31, 2016

## Fairbanks Permanent Fund

	Port											Group	Sector	CUSIP	Issuer	Mty		
	Pos	Moody's	S&P	Cpn	Px Close	Mkt Val	Wgt	YTW	Mod Dur	OAD	OAC							
FAIRBANK (019)			Aa2	AA-	3.357		120,084,842	100.00	1.46	4.25	4.57	0.355						
ADBE 4 ¼ 02/01/20	750,000.00	Baa1	A-	4.750	109.94	830,504	0.69	2.04	3.51	3.51	0.146	Software	Technology	00724FAB7	ADOBE SYSTEMS INC		02/01/2020	
BAC 5 ¼ 10/14/16	500,000.00	Baa1	BBB+	5.625	102.35	524,797	0.44	1.21	0.52	0.52	0.051	Banks	Financial	060505CS1	BANK OF AMERICA CORP		10/14/2016	
BK 1.969 06/20/17	750,000.00	A1	A	1.969	100.88	760,706	0.63	1.24	1.20	1.20	0.036	Banks	Financial	064058AA8	BANK OF NEW YORK MELLON		06/20/2017	
CARGIL 4.307 05/14/21	786,000.00	A2	A	4.307	109.44	873,072	0.73	2.34	4.55	4.57	0.319	Agriculture	Consumer, Non-cyclical	141781AY0	CARGILL INC		05/14/2021	
CAT 4.3 05/15/44	500,000.00	A2	A	4.300	103.76	526,946	0.44	4.07	16.06	16.39	3.846	Machinery-Constr&Mining	Industrial	149123CD1	CATERPILLAR INC		05/15/2044	
CAT 7.15 02/15/19	500,000.00	A2	A	7.150	115.33	581,194	0.48	1.66	2.62	2.63	0.082	Machinery-Constr&Mining	Industrial	14912L4E8	CATERPILLAR FINANCIAL SE		02/15/2019	
CMCSA 5.15 04/30/20	500,000.00	A3	A-	5.150	113.47	578,057	0.48	1.72	3.66	3.66	0.233	Media	Communications	63946BAD2	NBCUNIVERSAL MEDIA LLC		04/30/2020	
COP 5 ¼ 10/15/16	675,000.00	Baa2	A	5.625	102.30	708,054	0.59	1.32	0.52	0.53	0.054	Oil&Gas	Energy	20825TAA5	CONOCOPHILLIPS CANADA		10/15/2016	
CPB 3.05 07/15/17	500,000.00	A3	BBB+	3.050	102.41	515,263	0.43	1.16	1.26	1.26	0.022	Food	Consumer, Non-cyclical	134429AV1	CAMPBELL SOUP CO		07/15/2017	
CPB 8 ¼ 05/01/21	1,000,000.00	A3	BBB+	8.875	127.99	1,316,929	1.10	2.91	4.14	4.15	0.324	Food	Consumer, Non-cyclical	134429AG4	CAMPBELL SOUP CO		05/01/2021	
DOW 4 ¼ 11/15/20	750,000.00	Baa2	BBB	4.250	108.70	827,298	0.69	2.15	3.95	4.06	0.228	Chemicals	Basic Materials	260543CC5	DOW CHEMICAL CO/THE		11/15/2020	
EXC 6.2 10/01/17	750,000.00	Baa2	BBB	6.200	106.22	819,891	0.68	1.97	1.40	1.40	0.031	Electric	Utilities	30161MAE3	EXELON GENERATION CO LLC		10/01/2017	
FG A16590	1,063,778.00			6.000	113.69	59,776	0.05	2.19	3.59	3.28	-0.041	FGLMC Collateral	Mortgage Securities	31296RKB3	Freddie Mac		12/01/2033	
FG A36703	750,000.00			4.500	108.97	61,837	0.05	1.89	3.47	2.66	-0.741	FGLMC Collateral	Mortgage Securities	31297SNU5	Freddie Mac		08/01/2035	
FG A77796	2,925,873.00			5.500	111.72	100,486	0.08	2.29	3.67	3.36	-0.104	FGLMC Collateral	Mortgage Securities	3128LBUV8	Freddie Mac		05/01/2038	
FG B17355	1,012,036.00			5.000	104.83	76,978	0.06	9.22	1.21	1.28	0.023	FGLMC Collateral	Mortgage Securities	312970E44	Freddie Mac		12/01/2019	
FG B17982	1,000,000.00			4.000	103.92	70,324	0.06	1.20	1.44	1.45	-0.044	FGLMC Collateral	Mortgage Securities	3129702P0	Freddie Mac		03/01/2020	
FG C01403	1,000,000.00			6.000	113.61	19,177	0.02	2.15	3.52	3.22	-0.007	FGLMC Collateral	Mortgage Securities	31292HRY2	Freddie Mac		09/01/2032	
FG E01136	2,000,000.00			5.500	101.50	5,578	0.00	0.98	0.38	0.48	0.005	FGLMC Collateral	Mortgage Securities	31294KHM0	Freddie Mac		03/01/2017	
FG G05253	2,016,834.00			5.000	109.92	125,116	0.10	2.21	3.58	3.16	-0.343	FGLMC Collateral	Mortgage Securities	3128M7E28	Freddie Mac		02/01/2039	
FG G08264	1,500,000.00			6.000	113.47	102,706	0.09	2.25	3.62	3.26	-0.091	FGLMC Collateral	Mortgage Securities	3128MJJ06	Freddie Mac		04/01/2038	
FH 1G2124	1,000,000.00			5.823	108.26	57,548	0.05	1.43	2.07	1.29	-1.663	FHLMC Collateral	Mortgage Securities	3128QSLD0	Freddie Mac		08/01/2037	
FH 847740	500,000.00			2.588	104.56	14,654	0.01	1.74	1.92	0.94	-0.170	FHLMC Collateral	Mortgage Securities	3128JRS56	Freddie Mac		04/01/2037	
FHLM 4 ¼ 03/13/20	200,000.00	Aaa	AA+	4.125	111.18	222,777	0.19	1.22	3.67	3.68	0.155	Sovereign	Government	3133XP50	FEDERAL HOME LOAN BANK		03/13/2020	
FHLM 6 ¼ 07/15/32	500,000.00	Aaa	AA+	6.250	146.45	738,861	0.62	2.70	11.29	11.46	1.671	Sovereign	Government	3134A4KX1	FREDDIE MAC		07/15/2032	
FN 254195	2,008,126.00			5.500	101.31	5,436	0.00	0.98	0.37	0.48	0.005	FNMA Collateral	Mortgage Securities	31371KKG5	Fannie Mae		02/01/2017	
FN 745552	800,000.00			2.374	103.75	64,019	0.05	1.72	1.30	1.48	-0.187	FNMA Collateral	Mortgage Securities	31403DH51	Fannie Mae		02/01/2036	
FN 814349	1,000,000.00			4.500	104.53	66,149	0.06	1.12	1.41	1.42	0.009	FNMA Collateral	Mortgage Securities	31406MWJ1	Fannie Mae		03/01/2020	
FN 819922	1,000,001.00			5.500	106.48	57,065	0.05	0.96	1.48	1.52	0.016	FNMA Collateral	Mortgage Securities	31406T4F5	Fannie Mae		04/01/2020	
FN 819924	1,000,000.00			4.500	104.47	45,616	0.04	1.11	1.39	1.40	0.009	FNMA Collateral	Mortgage Securities	31406T4H1	Fannie Mae		04/01/2020	
FN 820607	733,971.00			2.231	103.88	86,070	0.07	1.47	1.10	0.78	-0.518	FNMA Collateral	Mortgage Securities	31406JU89	Fannie Mae		03/01/2035	
FN 826090	990,000.00			2.985	102.48	19,004	0.02	2.20	1.22	0.91	-0.063	FNMA Collateral	Mortgage Securities	31407BXT1	Fannie Mae		07/01/2035	
FN 838293	1,500,000.00			2.230	102.91	68,814	0.06	1.87	1.25	0.66	-0.163	FNMA Collateral	Mortgage Securities	31407RKE3	Fannie Mae		08/01/2035	
FN 888348	1,425,707.00			5.000	106.69	70,427	0.06	1.57	2.00	2.00	0.001	FNMA Collateral	Mortgage Securities	31410F5H4	Fannie Mae		05/01/2022	
FN 943054	1,000,000.00			2.405	104.94	47,815	0.04	1.51	2.06	0.68	0.224	FNMA Collateral	Mortgage Securities	31413EE35	Fannie Mae		08/01/2037	
FN 968813	2,957,641.00			6.000	114.35	71,419	0.06	2.11	3.75	3.44	-0.044	FNMA Collateral	Mortgage Securities	31414KYJ3	Fannie Mae		01/01/2038	
FN AA6013	1,135,102.00			4.500	109.14	125,383	0.10	1.83	3.51	2.25	-1.439	FNMA Collateral	Mortgage Securities	31416PVF1	Fannie Mae		05/01/2039	
FN AD2331	922,796.00			4.000	106.56	151,367	0.13	1.34	2.53	1.98	-0.481	FNMA Collateral	Mortgage Securities	31418PSV8	Fannie Mae		03/01/2025	
FN AD7073	577,378.00			4.000	106.68	82,282	0.07	1.35	2.58	2.00	-0.597	FNMA Collateral	Mortgage Securities	31418U2F0	Fannie Mae		06/01/2025	
FN AS6305	1,500,000.00			3.000	104.53	1,479,612	1.23	1.97	4.51	3.68	-1.726	FNMA Collateral	Mortgage Securities	3138WGAF1	Fannie Mae		12/01/2030	
FN AX8309	2,740,765.00			3.000	104.60	2,430,648	2.02	1.80	3.94	2.97	-1.961	FNMA Collateral	Mortgage Securities	3138YAGT6	Fannie Mae		11/01/2029	
FN AY8851	2,500,000.00			4.000	107.19	2,662,756	2.22	1.97	3.64	3.23	-1.355	FNMA Collateral	Mortgage Securities	3138YNZR1	Fannie Mae		08/01/2045	

# Portfolio Holdings (Expanded) as of March 31, 2016

## Fairbanks Permanent Fund

	Port											Group	Sector	CUSIP	Issuer	Mty
	Pos	Moody's	S&P	Cpn	Px Close	Mkt Val	Wgt	YTW	Mod Dur	OAD	OAC					
FNMA 6 ¼ 05/15/29	2,250,000.00	Aaa	AA+	6.250	142.59	3,261,397	2.72	2.44	9.59	9.71	1.263	Sovereign	Government	31359MEU3	FANNIE MAE	05/15/2029
G2 2563	2,545,290.00			6.500	116.66	23,879	0.02	1.87	3.53	3.49	0.111	GNMA2 Collateral	Mortgage Securities	36202CZ48	Government National Mortgage A	03/20/2028
GIS 3.15 12/15/21	750,000.00	A3	BBB+	3.150	104.51	790,815	0.66	2.27	4.97	5.13	0.296	Food	Consumer, Non-cyclical	370334BM5	GENERAL MILLS INC	12/15/2021
GN 587075	2,000,000.00			6.500	118.87	25,872	0.02	2.08	4.17	4.11	0.172	GNMA Collateral	Mortgage Securities	36201MFQ0	Government National Mortgage A	05/15/2032
GN 617115	1,500,000.00			5.500	113.83	143,062	0.12	2.31	4.31	4.13	0.057	GNMA Collateral	Mortgage Securities	36290TSC4	Government National Mortgage A	06/15/2036
GS 7 ¼ 02/15/19	600,000.00	A3	BBB+	7.500	115.01	695,817	0.58	2.09	2.61	2.61	0.081	Banks	Financial	38141EA25	GOLDMAN SACHS GROUP INC	02/15/2019
GSK 5.65 05/15/18	500,000.00	A2	A+	5.650	109.50	558,166	0.46	1.11	1.99	1.98	0.146	Pharmaceuticals	Consumer, Non-cyclical	377372AD9	GLAXOSMITHKLINE CAP INC	05/15/2018
IBM 5.7 09/14/17	500,000.00	Aa3	AA-	5.700	106.73	534,975	0.45	1.02	1.41	1.41	0.021	Computers	Technology	459200GJ4	IBM CORP	09/14/2017
ISHARES CORE MSCI EAFE ETF	240,975.00				53.14	12,805,412	10.66					Equity Fund	Funds	46432F842	iShares Core MSCI EAFE ETF	
ISHARES CORE MSCI EMERGING	122,300.00				41.62	5,090,126	4.24					Equity Fund	Funds	46434G103	iShares Core MSCI Emerging Mar	
ISHARES CORE S&P MIDCAP ETF	43,900.00				144.19	6,329,941	5.27					Equity Fund	Funds	464287507	iShares Core S&P Mid-Cap ETF	
JNJ 2.15 05/15/16	500,000.00	Aaa	AAA	2.150	100.18	504,958	0.42	0.68	0.12	0.12	3.783	Pharmaceuticals	Consumer, Non-cyclical	478160AY0	JOHNSON & JOHNSON	05/15/2016
JPM 3 ¼ 02/01/24	500,000.00	A3	A-	3.875	106.48	535,631	0.45	2.94	6.73	6.79	0.534	Banks	Financial	46625HJ78	JPMORGAN CHASE & CO	02/01/2024
JPM 6.3 04/23/19	500,000.00	A3	A-	6.300	113.02	578,914	0.48	1.90	2.75	2.75	0.165	Banks	Financial	46625HHL7	JPMORGAN CHASE & CO	04/23/2019
JPMCC 2007-CB19 A4	500,000.00	Aaa	A+	5.889	102.64	500,635	0.42	2.83	0.93	1.11	0.019	Commercial MBS	Mortgage Securities	46630VAD4	JP MORGAN CHASE COMMERCIAL MOR	02/12/2049
JPMCC 2007-LD12 A4	500,000.00	Aaa	A-	5.882	103.26	518,756	0.43	2.68	1.06	1.29	0.024	Commercial MBS	Mortgage Securities	46632HAD3	JP MORGAN CHASE COMMERCIAL MOR	02/15/2051
LBUBS 2006-C7 A2	700,000.00		AAA	5.300	100.35	77,726	0.06	4.11	0.34	0.47	0.005	Commercial MBS	Mortgage Securities	50180CAB6	LB-UBS COMMERCIAL MORTGAGE TRU	11/15/2038
MCD 5.35 03/01/18	575,000.00	Baa1	BBB+	5.350	107.60	621,279	0.52	1.32	1.83	1.83	0.039	Retail	Consumer, Cyclical	58013MEE0	MCDONALD'S CORP	03/01/2018
MCD 5.7 02/01/39	500,000.00	Baa1	BBB+	5.700	117.67	593,079	0.49	4.46	13.43	13.60	2.558	Retail	Consumer, Cyclical	58013MEH3	MCDONALD'S CORP	02/01/2039
MS 5 ¼ 10/18/16	500,000.00	A3	BBB+	5.750	102.43	525,167	0.44	1.28	0.53	0.53	0.064	Banks	Financial	61746BDB9	MORGAN STANLEY	10/18/2016
MSFT 4.2 06/01/19	600,000.00	Aaa	AAA	4.200	109.63	666,168	0.55	1.10	2.95	2.96	0.174	Software	Technology	594918AC8	MICROSOFT CORP	06/01/2019
PG 4.7 02/15/19	600,000.00	Aa3	AA-	4.700	109.97	663,440	0.55	1.16	2.70	2.70	0.086	Cosmetics/Personal Care	Consumer, Non-cyclical	742718DN6	PROCTER & GAMBLE CO/THE	02/15/2019
T 1 ¼ 06/30/20	2,250,000.00	Aaa		1.625	102.03	2,304,756	1.92	1.13	4.09	4.09	0.192	Sovereign	Government	912828XH8	US TREASURY N/B	06/30/2020
T 1 ¼ 06/30/20	2,600,000.00	Aaa		1.875	103.09	2,692,523	2.24	1.13	4.07	4.07	0.190	Sovereign	Government	912828VJ6	US TREASURY N/B	06/30/2020
T 2 ¼ 08/15/23	600,000.00	Aaa		2.500	106.60	641,440	0.53	1.55	6.73	6.79	0.517	Sovereign	Government	912828V56	US TREASURY N/B	08/15/2023
T 2 ¼ 11/15/23	3,450,000.00	Aaa		2.750	108.34	3,773,433	3.14	1.58	6.84	6.90	0.590	Sovereign	Government	912828WE6	US TREASURY N/B	11/15/2023
T 2.95 05/15/16	500,000.00	Baa1	BBB+	2.950	100.23	506,718	0.42	1.06	0.12	0.12	3.776	Telecommunications	Communications	00206RAW2	AT&T INC	05/15/2016
T 3 ¼ 02/15/39	1,375,000.00	Aaa		3.500	119.05	1,642,844	1.37	2.41	16.33	16.66	3.452	Sovereign	Government	912810QA9	US TREASURY N/B	02/15/2039
T 5 ¼ 02/15/29	1,000,000.00	Aaa		5.250	137.35	1,379,967	1.15	1.95	9.94	10.08	1.227	Sovereign	Government	912810FG8	US TREASURY N/B	02/15/2029
T 6 11/15/34	500,000.00		BBB+	6.000	104.49	533,774	0.44	5.61	11.07	11.20	1.851	Telecommunications	Communications	079860AK8	BELLSOUTH LLC	11/15/2034
TD 2 ¼ 09/25/19	1,250,000.00	Aaa		2.250	101.88	1,273,911	1.06	1.69	3.34	3.35	0.128	Banks	Financial	EK5050589	TORONTO-DOMINION BANK	09/25/2019
TIIO ¼ 01/15/25	950,000.00	Aaa		0.250	100.88	959,010	0.80	0.15	4.34	9.00	0.850	Sovereign	Government	912828H45	TSY INFL IX N/B	01/15/2025
TIIO ¼ 01/15/22	2,775,000.00	Aaa		0.125	101.57	2,950,820	2.46	-0.14	2.89	6.03	0.387	Sovereign	Government	912828SA9	TSY INFL IX N/B	01/15/2022
TII 1 ¼ 02/15/44	475,000.00	Aaa		1.375	112.08	541,995	0.45	0.88	11.71	24.28	6.595	Sovereign	Government	912810RF7	TSY INFL IX N/B	02/15/2044
TII 1 ¼ 01/15/18	1,375,000.00	Aaa		1.625	104.57	1,631,216	1.36	-0.90	0.89	1.94	0.044	Sovereign	Government	912828HN3	TSY INFL IX N/B	01/15/2018
UBS 2 ¼ 03/30/17	1,000,000.00	Aaa		2.250	101.21	1,012,099	0.84	1.03	0.99	0.99	0.015	Banks	Financial	90349CAA2	UBS AG LONDON	03/30/2017
US DOLLAR	6,574,984.44	Aaa	AAA	0.000	1.00	6,574,984	5.48	0.00	0.00	0.00	0.000					
USB 1.95 11/15/18	1,000,000.00	A1	A+	1.950	101.39	1,021,240	0.85	1.39	2.45	2.51	0.083	Banks	Financial	91159HH3	US BANCORP	11/15/2018
VANGUARD INST INDEX-INST	138,068.32				188.11	25,972,032	21.63					Equity Fund	Funds	922040100	Vanguard Institutional Index F	
VANGUARD REIT ETF	80,670.00				83.80	6,760,146	5.63					Equity Fund	Funds	922908553	Vanguard REIT ETF	
VANGUARD TOTAL INTL BOND ETF	50,000.00				54.54	2,727,000	2.27					Debt Fund	Funds	92203J407	Vanguard Total International B	
WFC 5 ¼ 02/01/18	500,000.00	A2	A	5.750	107.63	542,931	0.45	1.51	1.74	1.75	0.038	Banks	Financial	92976WBH8	WACHOVIA CORP	02/01/2018
WFC 5 ¼ 12/11/17	500,000.00	A2	A	5.625	107.16	544,378	0.45	1.34	1.61	1.61	0.105	Banks	Financial	949746NX5	WELLS FARGO & COMPANY	12/11/2017

## Item 6

- Five percent limitations on any one security within the entire portfolio
  - See Portfolio Appraisal report (Appendix)



## Items 7 & 8

- Ten percent limitation on Baa rated securities within the fixed income portfolio
- Duration constraint between 80-120 percent of the Barclays Aggregate Index
  - See attached Duration-Weighted Distribution by Quality report

# Distribution by Quality as of March 31, 2016

## *Fairbanks Permanent Fund*

	Port					Bench			
	Mkt Val	Wgt	OAD	CTD	% TD	Wgt	OAD	CTD	% TD
FAIRBANK (019)	\$ 53,825,201	100%	5.13	5.13	100%	100%	5.75	5.75	100%
AAA	\$ 34,474,000	64.0%	6.03	3.87	75.3%	71.0%	5.33	3.78	65.7%
AA	\$ 3,721,893	6.9%	2.02	0.14	2.7%	5.2%	5.85	0.30	5.2%
A	\$ 10,528,609	19.6%	4.08	0.80	15.6%	11.5%	6.86	0.79	13.7%
BBB	\$ 5,100,700	9.5%	3.45	0.33	6.4%	12.4%	7.1	0.88	15.3%

**Portfolio Duration as a % of Benchmark** **89%**

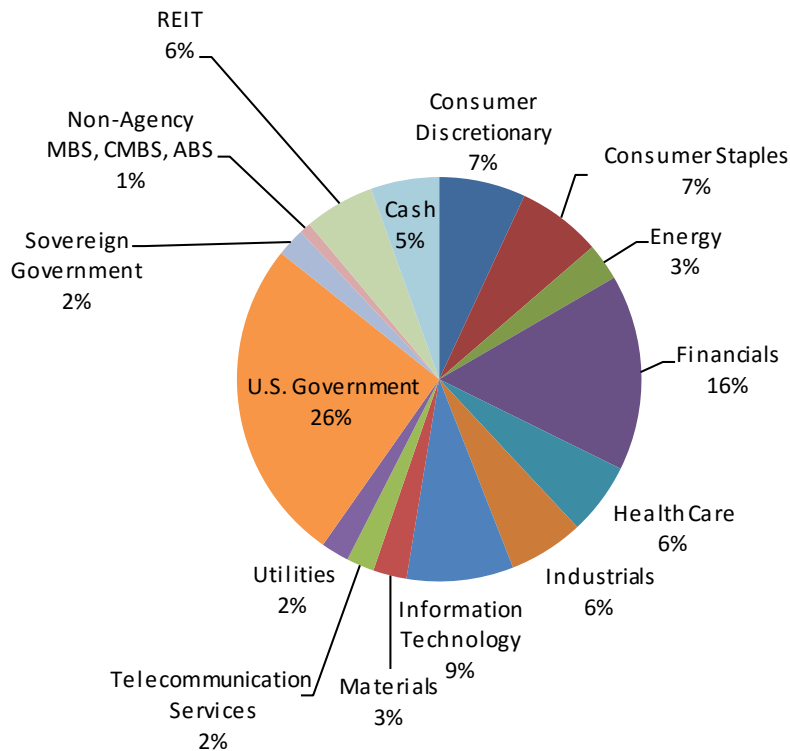
**Duration** gauges price sensitivity of fixed income securities and represents the expected percentage change in market value when interest rates change by 1%.

## Item 9

- Twenty-five percent industry limitation within the entire portfolio
  - See attached GICS Sector Concentration report

# GICS Sector Concentration\* as of March 31, 2016

## Fairbanks Permanent Fund



Sector	Market Value	% of Portfolio
Consumer Discretionary	8,311,232	7%
Consumer Staples	8,102,652	7%
Energy	3,562,675	3%
Financials	18,821,299	16%
Health Care	6,913,395	6%
Industrials	7,215,873	6%
Information Technology	10,263,988	9%
Materials	3,225,889	3%
Telecommunication Services	2,669,928	2%
Utilities	2,701,634	2%
U.S. Government - Treasury/Agency/Agency MBS	31,201,241	26%
Sovereign Government	2,727,000	2%
Non-Agency MBS, CMBS, ABS	1,096,696	1%
REIT	6,760,146	6%
Commodities	-	0%
Cash	6,574,984	5%
<b>Total Portfolio</b>	<b>\$ 120,148,633</b>	<b>100%</b>

Includes Individual Bond and ETF Holdings

\* As defined by the Global Industry Classification Standard (GICS) provided by Standard & Poor's/MSCI Barra

# Appendix

# 2016 Volatility: Worst Start to a Year Ever

*During prior years with poor starts, the S&P 500 was usually higher by year end.*

## S&P 500 Price Performance

Year	First 10 Trading Days	Rest of January	Rest of Year
<b>2016</b>	<b>-8.0%</b>	<b>-5.1%</b>	-
2009	-6.6%	-2.1%	32.2%
1978	-6.0%	-0.2%	7.5%
2008	-6.0%	-0.2%	-34.6%
1935	-5.7%	1.6%	49.9%
1982	-5.1%	3.5%	20.9%

Data: Bespoke Investment Group

# 2016 Volatility: What should you do?

*Short term volatility should not impact decisions for long term investment goals.*

- Successful investment strategies are designed around TREAT and built on reasonable long term financial and capital market expectations vs. current market conditions.
  - Volatility over the past few years has been lower than historical averages and APCM’s projections.
  - Volatility has increased, but remains in line with historical norms and APCM’s secular views.
  - History shows that certain conditions – such as **recessions, aggressive rate hikes, extreme valuations, and oil spikes** – have all been associated with bear markets. Today, it is hard to see any of these issues present.
  
- Strategic asset allocation is the primary driver of long term returns and is confirmed annually along with updated expectations of downside risk.

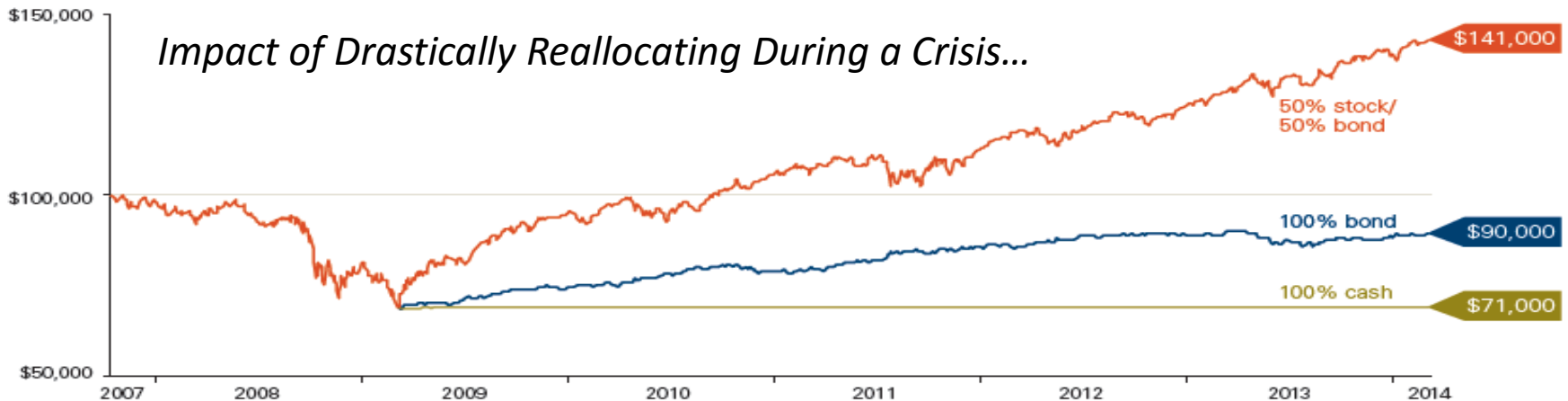


Chart: Vanguard

# Outlook and Positioning

*Modest overweight to int'l equities funded by int'l bonds and commodities.*

	<p><b>Economic Growth</b></p>	<p>Global GDP has been slow by historical standards, but should continue to expand at a tepid although uneven pace amid low inflation.</p>	<ul style="list-style-type: none"> <li>▪ In the developed world, growth has been led by the U.S. while Japan and Europe slowly improve. China's opaque economy is slowing as it transitions to a new growth model. The slowdown has hurt other emerging markets &amp; commodities.</li> <li>▪ In the U.S., manufacturing has weakened but the more important service sector is fine. Job growth is decent with unemployment at 5.0%.</li> <li>▪ Headline inflation is very low throughout the world. In the U.S. it's well below the Fed's 2% target, but the "core" is +2.2% year over year.</li> <li>▪ Dramatic declines in commodities (and a collapse in oil) is bad for producers (Russia, Canada, and Alaska) but good for consumers (Japan, Europe, and U.S.).</li> </ul>
	<p><b>Monetary Policy</b></p>	<p>Central Bank policies are diverging as the Fed begins the process of increasing rates (albeit slowly).</p>	<ul style="list-style-type: none"> <li>▪ In December 2015 the Federal Reserve raised short term interest rates for the first time in 10 years. Additional increases are expected in 2016, but at a slower pace than what occurred during prior rate hiking cycles.</li> <li>▪ The ECB and BoJ are likely to be dovish for several more years and have reiterated their "whatever it takes" mantra given sluggish growth &amp; disinflation.</li> <li>▪ Dollar strength (driven by interest rate differentials) has raised concerns about dollar denominated EM debt and capital flight. The dollar has weakened since the start of the year as expectations for the number of rate hikes in 2016 has fallen.</li> </ul>
	<p><b>Fundamental Valuations</b></p>	<p>Valuations (i.e. P/E ratios) have improved, but remain elevated and thus still pose challenges going forward.</p>	<ul style="list-style-type: none"> <li>▪ Domestic earnings have flattened due to dollar strength and energy sector woes. However, low interest rates and inflation help justify valuations.</li> <li>▪ Stocks are "cheaper" overseas. European and Japanese stocks are far from their all-time highs and earnings have improved. China's stock market volatility, high debt and slowing economy remain a risk.</li> <li>▪ Interest rates in the U.S. should continue to rise, but gradually at the front end of the curve. Bonds are insurance in diversified portfolios, but they're expensive.</li> </ul>



# Portfolio Appraisal

## FAIRBANKS PERMANENT FUND

### March 31, 2016



Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>U.S. TREASURY</b>									
2,600,000	US TREASURY NOTES 1.875% Due 06-30-20	98.02	2,548,609	103.06	2,679,534	2.23	48,750	12,321	1.14
2,250,000	US TREASURY NOTES 1.625% Due 06-30-20	99.64	2,241,826	101.98	2,294,640	1.91	36,562	9,241	1.15
600,000	US TREASURY NOTES 2.500% Due 08-15-23	98.19	589,138	106.57	639,396	0.53	15,000	1,896	1.55
3,450,000	US TREASURY NOTES 2.750% Due 11-15-23	103.20	3,560,238	108.31	3,736,798	3.11	94,875	35,969	1.59
1,000,000	US TREASURY NOTES 5.250% Due 02-15-29	110.42	1,104,150	137.30	1,372,970	1.14	52,500	6,635	1.96
1,375,000	US TREASURY NOTES 3.500% Due 02-15-39	86.77	1,193,038	119.00	1,636,195	1.36	48,125	6,082	2.41
	Accrued Interest				72,144	0.06			
			11,237,000		12,431,677	10.35		72,144	
<b>U.S. TREASURY INFLATION</b>									
1,554,878	US TREASURY INFLATION PROTECTED SECURITIES 1.625% Due 01-15-18	100.98	1,570,152	104.59	1,626,309	1.35	25,267	5,345	NA
2,904,565	US TREASURY INFLATION PROTECTED SECURITIES 0.125% Due 01-15-22	99.99	2,904,338	101.61	2,951,299	2.46	3,631	768	NA
950,200	US TREASURY INFLATION PROTECTED SECURITIES 0.250% Due 01-15-25	100.15	951,666	100.94	959,113	0.80	2,375	503	NA
482,838	US TREASURY INFLATION PROTECTED SECURITIES 1.375% Due 02-15-44	117.63	567,949	112.30	542,213	0.45	6,639	839	NA
	Accrued Interest				7,454	0.01			
			5,994,105		6,086,388	5.07		7,454	
<b>AGENCIES</b>									
200,000	FHLB 4.125% Due 03-13-20	111.21	222,430	111.11	222,226	0.18	8,250	412	1.23
2,250,000	FNMA 6.250% Due 05-15-29	128.42	2,889,495	142.62	3,208,995	2.67	140,625	53,125	2.43
500,000	FHLMC 6.250% Due 07-15-32	120.42	602,104	146.22	731,095	0.61	31,250	6,597	2.72
	Accrued Interest				60,135	0.05			
			3,714,029		4,222,451	3.51		60,135	

\*\*CMBS Note - No further purchases after 12/31/08

# Portfolio Appraisal

## FAIRBANKS PERMANENT FUND

### March 31, 2016



Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>FNMA &amp; FHLMC</b>									
5,342	FNMA POOL 254195 5.500% Due 02-01-17	99.33	5,306	101.22	5,407	0.00	294	24	1.40
5,471	FGLMC POOL E01136 5.500% Due 03-01-17	99.55	5,446	101.41	5,548	0.00	301	25	1.40
73,141	FGLMC POOL B17355 5.000% Due 12-01-19	101.34	74,121	103.27	75,529	0.06	3,657	305	2.69
67,455	FGLMC POOL B17982 4.000% Due 03-01-20	97.59	65,832	104.02	70,163	0.06	2,698	225	1.69
63,056	FNMA POOL 814349 4.500% Due 03-01-20	98.62	62,186	104.12	65,657	0.05	2,838	236	1.38
53,365	FNMA POOL 819922 5.500% Due 04-01-20	102.41	54,653	105.52	56,308	0.05	2,935	245	1.87
43,507	FNMA POOL 819924 4.500% Due 04-01-20	99.55	43,313	103.55	45,052	0.04	1,958	163	1.96
65,757	FNCI POOL 888348 5.000% Due 05-01-22	103.55	68,089	107.42	70,637	0.06	3,288	274	1.52
141,608	FNMA POOL AD2331 4.000% Due 03-01-25	102.73	145,480	106.70	151,103	0.13	5,664	472	1.74
76,892	FNCI POOL AD7073 4.000% Due 06-01-25	103.15	79,312	106.64	81,995	0.07	3,076	256	1.91
2,318,303	FNMA POOL AX8309 3.000% Due 11-01-29	103.52	2,399,806	104.51	2,422,928	2.02	69,549	5,796	2.18
1,448,295	FNCI POOL AS6305 3.000% Due 12-01-30	103.77	1,502,832	104.51	1,513,656	1.26	43,449	3,621	NA
16,806	FGLMC POOL C01403 6.000% Due 09-01-32	101.81	17,111	115.16	19,353	0.02	1,008	84	1.84
52,350	FGLMC POOL A16590 6.000% Due 12-01-33	103.27	54,059	115.12	60,264	0.05	3,141	262	2.02
82,693	FRN - FNMA POOL 820607 2.588% Due 03-01-35	102.47	84,733	104.67	86,559	0.07	2,140	178	1.04
18,499	FNMA POOL 826090 2.251% Due 07-01-35	99.47	18,400	100.44	18,580	0.02	416	35	2.51
56,550	FHLMC POOL A36703 4.500% Due 08-01-35	95.69	54,112	108.96	61,618	0.05	2,545	212	2.21
66,749	FRN - FNMA POOL 838293 2.231% Due 08-01-35	99.67	66,528	104.55	69,785	0.06	1,489	124	1.23
61,585	FRN - FNMA ARM POOL 745552 2.292% Due 02-01-36	100.53	61,909	104.87	64,587	0.05	1,412	118	1.08

\*\*CMBS Note - No further purchases after 12/31/08

# Portfolio Appraisal

## FAIRBANKS PERMANENT FUND

### March 31, 2016



Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
13,986	FRN - FHLMC POOL 847740 2.587% Due 04-01-37	98.88	13,829	105.42	14,745	0.01	362	30	1.44
52,921	FRN - FHLMC POOL 1G2124 5.699% Due 08-01-37	99.81	52,822	105.60	55,885	0.05	3,016	251	2.41
45,479	FRN - FNMA POOL 943054 2.327% Due 08-01-37	100.94	45,905	105.22	47,851	0.04	1,058	88	0.83
62,183	FNCL POOL 968813 6.000% Due 01-01-38	109.64	68,177	113.95	70,856	0.06	3,731	311	1.38
90,116	FHLMC POOL G08264 6.000% Due 04-01-38	100.76	90,799	113.75	102,507	0.09	5,407	451	1.32
89,577	FGLMC POOL A77796 5.500% Due 05-01-38	108.01	96,750	110.96	99,393	0.08	4,927	411	1.55
113,397	FHLMC POOL G05253 5.000% Due 02-01-39	107.02	121,361	109.77	124,471	0.10	5,670	472	2.26
114,485	FNCL POOL AA6013 4.500% Due 05-01-39	103.59	118,595	108.74	124,487	0.10	5,152	429	2.14
2,476,415	FNCL POOL AY8851 4.000% Due 08-01-45 Accrued Interest	106.12	2,628,095	107.44	2,660,759	2.21	99,057	8,255	2.73
					23,353	0.02			
			8,099,561		8,269,036	6.88		23,353	
<b>GNMA</b>									
20,375	GNMA POOL 2563 6.500% Due 03-20-28	100.44	20,464	117.41	23,921	0.02	1,324	110	2.09
21,665	GNMA POOL 587075 6.500% Due 05-15-32	101.25	21,936	116.71	25,286	0.02	1,408	117	2.90
125,176	GNMA POOL 617115 5.500% Due 06-15-36 Accrued Interest	97.77	122,379	113.18	141,681	0.12	6,885	574	2.65
					801	0.00			
			164,779		191,689	0.16		801	
<b>COMMERCIAL MORTGAGE-BACKED SECURITIES</b>									
77,230	LB-UBS COML MTG TR 2006-C7 5.300% Due 11-11-38	100.35	77,501	100.83	77,872	0.06	4,093	227	4.54
485,418	FRN - J P MORGAN CHASE COML MTG SECS 2.375% Due 02-12-49	100.21	486,437	102.73	498,661	0.42	11,529	961	2.56
500,000	J P MORGAN CHASE COML MTG SECS 5.882% Due 02-15-51	100.50	502,481	103.30	516,525	0.43	29,410	2,451	2.82

\*\*CMBS Note - No further purchases after 12/31/08

# Portfolio Appraisal

## FAIRBANKS PERMANENT FUND

### March 31, 2016



Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
	Accrued Interest				3,639	0.00			
			1,066,419		1,096,696	0.91		3,639	
<b>CORPORATE BONDS</b>									
500,000	AT&T INC 2.950% Due 05-15-16	104.33	521,670	100.23	501,170	0.42	14,750	5,572	1.00
500,000	JOHNSON & JOHNSON 2.150% Due 05-15-16	104.26	521,320	100.19	500,930	0.42	10,750	4,061	0.61
500,000	BANK AMER CORP 5.625% Due 10-14-16	99.93	499,670	102.38	511,925	0.43	28,125	13,047	1.14
675,000	CONOCOPHILLIPS CANADA 5.625% Due 10-15-16	104.71	706,819	102.33	690,734	0.57	37,969	17,508	1.26
500,000	MORGAN STANLEY 5.750% Due 10-18-16	110.27	551,340	102.50	512,525	0.43	28,750	13,017	1.14
1,000,000	UBS AG LONDON PRIV PLACEMENT (144A) 2.250% Due 03-30-17	100.93	1,009,300	101.02	1,010,230	0.84	22,500	62	1.22
750,000	BANK OF NEW YORK MELLON 1.969% Due 06-20-17	102.60	769,522	100.95	757,162	0.63	14,767	4,143	1.17
500,000	CAMPBELL SOUP CO. 3.050% Due 07-15-17	106.83	534,130	102.16	510,785	0.43	15,250	3,219	1.35
500,000	INTERNATIONAL BUSINESS MACHS 5.700% Due 09-14-17	106.27	531,328	106.77	533,865	0.44	28,500	1,346	0.99
750,000	EXELON GENERATION CO LLC 6.200% Due 10-01-17	105.77	793,260	106.33	797,467	0.66	46,500	23,250	1.90
500,000	WELLS FARGO & COMPANY 5.625% Due 12-11-17	99.58	497,920	107.18	535,925	0.45	28,125	8,594	1.32
500,000	WACHOVIA CORP 5.750% Due 02-01-18	99.57	497,860	107.66	538,300	0.45	28,750	4,792	1.49
575,000	MCDONALDS CORP M/T/N 5.350% Due 03-01-18	107.54	618,377	107.61	618,780	0.52	30,762	2,564	1.31
500,000	GLAXOSMITHKLINE CAP INC 5.650% Due 05-15-18	104.59	522,950	109.56	547,810	0.46	28,250	10,672	1.08
1,000,000	US BANCORP 1.950% Due 11-15-18	100.30	1,003,040	101.58	1,015,760	0.85	19,500	7,367	1.33
500,000	CATERPILLAR FIN SERV 7.150% Due 02-15-19	99.16	495,805	115.47	577,340	0.48	35,750	4,568	1.61
600,000	GOLDMAN SACHS GROUP INC. 7.500% Due 02-15-19	101.40	608,421	115.19	691,116	0.58	45,000	5,750	2.03

\*\*CMBS Note - No further purchases after 12/31/08

# Portfolio Appraisal

## FAIRBANKS PERMANENT FUND

### March 31, 2016



Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
600,000	PROCTER & GAMBLE CO. 4.700% Due 02-15-19	102.81	616,886	110.00	660,024	0.55	28,200	3,603	1.15
500,000	JPMORGAN CHASE & CO 6.300% Due 04-23-19	118.62	593,085	113.09	565,475	0.47	31,500	13,825	1.88
600,000	MICROSOFT CORP 4.200% Due 06-01-19	102.24	613,416	109.76	658,590	0.55	25,200	8,400	1.05
1,250,000	TORONTO-DOMINION BANK 2.250% Due 09-25-19	101.89	1,273,637	101.94	1,274,312	1.06	28,125	469	1.67
750,000	ADOBE SYSTEMS INC 4.750% Due 02-01-20	112.47	843,502	110.10	825,780	0.69	35,625	5,937	2.00
500,000	NBC UNIVERSAL MEDIA LLC 5.150% Due 04-30-20	114.02	570,115	113.68	568,400	0.47	25,750	10,801	1.67
750,000	DOW CHEMICAL CO* 4.250% Due 11-15-20	108.13	810,952	108.79	815,895	0.68	31,875	12,042	2.24
1,000,000	CAMPBELL SOUP CO 8.875% Due 05-01-21	129.52	1,295,200	127.92	1,279,190	1.06	88,750	36,979	2.92
786,000	CARGILL INC. (144a) 4.307% Due 05-14-21	98.06	770,763	109.92	863,948	0.72	33,853	12,883	2.24
750,000	GENERAL MILLS INC 3.150% Due 12-15-21	102.88	771,577	104.53	783,982	0.65	23,625	6,956	2.30
500,000	JPMORGAN CHASE & CO 3.875% Due 02-01-24	105.18	525,905	106.55	532,745	0.44	19,375	3,229	2.93
500,000	BELLSOUTH CORP 6.000% Due 11-15-34	97.52	487,595	106.56	532,815	0.44	30,000	11,333	5.43
500,000	MCDONALDS CORP 5.700% Due 02-01-39	120.31	601,570	117.59	587,935	0.49	28,500	4,750	4.46
500,000	CATERPILLAR INC 4.300% Due 05-15-44	103.05	515,235	104.25	521,275	0.43	21,500	8,122	4.04
	Accrued Interest				268,862	0.22			
			20,972,173		21,591,055	17.97		268,862	
<b>INTERNATIONAL FIXED INCOME FUNDS/ETF</b>									
50,000	VANGUARD TOTAL INTL BOND ETF	51.68	2,583,900	54.54	2,727,000	2.27	NA		
<b>DOMESTIC LARGE CAP EQUITY FUNDS/ETF</b>									
138,068	VANGUARD INST'L S&P500 INDEX FUND	109.62	15,135,198	188.11	25,972,033	21.62	NA		
<b>DOMESTIC MID CAP EQUITY FUNDS/ETF</b>									
43,900	ISHARES CORE S&P MIDCAP 400 ETF	97.14	4,264,306	144.19	6,329,941	5.27	NA		

\*\*CMBS Note - No further purchases after 12/31/08

# Portfolio Appraisal

## FAIRBANKS PERMANENT FUND

### March 31, 2016



Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>INTERNATIONAL EQUITY FUNDS/ETF</b>									
240,975	ISHARES ETF CORE MSCI EAFE	58.75	14,156,102	53.14	12,805,411	10.66	NA		
<b>EMERGING MARKET FUNDS/ETF</b>									
122,300	ISHARES ETF CORE MSCI EMERGING MKTS	43.77	5,353,153	41.62	5,090,126	4.24	NA		
<b>REAL ESTATE</b>									
80,670	VANGUARD REIT ETF	49.55	3,996,989	83.80	6,760,146	5.63	NA		
<b>CASH AND EQUIVALENTS</b>									
	ALASKA MUNICIPAL LEAGUE INVESTMENT POOL		6,548,487		6,548,487	5.45			
	CASH RECEIVABLE		26,497		26,497	0.02			
			6,574,984		6,574,984	5.47			
<b>TOTAL PORTFOLIO</b>			<b>103,312,698</b>		<b>120,148,633</b>	<b>100</b>	<b>1,764,612</b>	<b>436,388</b>	

\*\*CMBS Note - No further purchases after 12/31/08

**PERFORMANCE HISTORY  
GROSS OF FEES  
CITY OF FAIRBANKS PERMANENT FUND  
(Gross of Fees)**

Time Period	Percent Return Per Period																		
	Total Account	Blend	Fairbanks 50 bp hurdle	Fixed Income	BARC AGG BENCH	Domestic Large Cap Equity	S&P 500 LARGE CAPS BENCH	Domestic Mid Cap Equity	S&P 400 MIDCAP BENCH	Int'l Equity	MSCI EAFE Index	Real Estate	S&P US REIT BENCH	Emerging Market Equity	MSCI EMERGING MARKET BENCH	Commodities	BLOOMBERG COMMODITY	Cash and Cash Equivalents	CITIGROUP 3MO TBILL INDEX
03-31-15 to 04-30-15	0.28	0.39	0.04	-0.33	-0.36	1.01	0.96	-1.42	-1.49	3.87	4.08	-5.85	-5.87	7.41	7.69	0.00	5.73	0.00	0.00
04-30-15 to 05-31-15	0.17	0.00	0.04	-0.17	-0.24	1.29	1.29	1.67	1.78	-0.05	-0.51	-0.30	-0.23	-3.55	-4.00	0.00	-2.70	0.00	0.00
05-31-15 to 06-30-15	-1.60	-1.62	0.05	-0.87	-1.09	-1.93	-1.94	-1.22	-1.32	-2.88	-2.83	-4.67	-4.54	-2.54	-2.60	0.00	1.73	0.00	0.00
06-30-15 to 07-31-15	0.99	0.97	0.04	0.63	0.70	2.10	2.10	0.02	0.14	1.46	2.08	5.77	5.61	-6.26	-6.93	0.00	-10.62	0.00	0.00
07-31-15 to 08-31-15	-3.23	-3.06	0.04	-0.06	-0.14	-6.03	-6.03	-5.71	-5.58	-7.10	-7.36	-6.29	-6.22	-9.39	-9.04	0.00	-0.92	0.00	0.00
08-31-15 to 09-30-15	-0.82	-0.86	0.04	0.65	0.68	-2.48	-2.47	-3.16	-3.22	-4.26	-5.08	3.06	3.06	-1.97	-3.01	0.00	-3.42	0.00	0.00
09-30-15 to 10-31-15	3.39	3.46	0.04	-0.08	0.02	8.44	8.44	5.56	5.63	6.38	7.82	5.76	5.65	6.14	7.13	0.00	-0.45	0.00	0.00
10-31-15 to 11-30-15	-0.10	-0.29	0.04	-0.13	-0.26	0.35	0.30	1.55	1.35	-0.61	-1.56	-0.63	-0.58	-2.29	-3.90	0.00	-7.25	0.00	0.00
11-30-15 to 12-31-15	-0.99	-0.86	0.05	-0.28	-0.32	-1.63	-1.58	-4.21	-4.17	-1.85	-1.35	1.81	1.84	-3.47	-2.23	0.00	-3.09	0.00	0.01
12-31-15 to 01-31-16	-1.61	-1.76	0.04	1.58	1.38	-4.97	-4.96	-5.59	-5.69	-5.70	-7.23	-3.44	-3.46	-5.20	-6.49	0.00	-1.68	0.00	0.01
01-31-16 to 02-29-16	0.00	0.25	0.04	0.66	0.71	-0.14	-0.13	1.32	1.41	-3.16	-1.83	-0.36	-0.30	-0.96	-0.16	0.00	-1.63	0.00	0.02
02-29-16 to 03-31-16	3.97	4.05	0.04	0.62	0.92	6.78	6.78	8.60	8.52	7.01	6.51	10.46	10.45	12.55	13.23	0.00	3.82	0.00	0.02
<b>Date to Date</b>																			
03-31-15 to 03-31-16	0.22	0.45	0.50	2.20	1.96	1.83	1.78	-3.55	-3.60	-7.72	-8.27	3.94	4.08	-11.07	-12.03	0.00	-19.56	0.00	0.08

City of Fairbanks  
Permanent Fund Review Board  
(PFRB Review of RFP Meeting Minutes)  
June 28, 2016 and June 30, 2016

The Permanent Fund Review Board (PFRB) convened at 10:00 A.M. on June 28<sup>th</sup> and June 30<sup>th</sup> 2016, to review the proposals received regarding the Investment Management Services RFP. The following board members were in attendance.

Board Members Present June 28, 2016:      Patty Mongold, Chair  
   Council Member Bernard Gatewood  
   Jeff Johnson  
   Dave Owen

Board Members Present June 30, 2016      Patty Mongold, Chair  
   Council Member Bernard Gatewood  
   Jeff Johnson  
   Dave Owen  
   Jennifer Imus

Also Present: Carmen Randle, Chief Financial Officer and Acting Purchasing Agent.

May 1, 2016 a Request for Proposal (RFP) was issued for the Permanent Fund Investment Management Services. By the proposal deadline, June 23, 2016, two proposals had been received.

On June 27, 2016 Carmen reviewed both proposals and documented that all of the required components had been included.

On June 28, 2016 at 10:00 A.M. the PFRB began analyzing the proposals' content. During this process it was determined that two clarifications were needed regarding compliance with the Fairbanks General Code (FGC). The questions sent to the proposers and their responses follow:

1. As per FGC Section 2-260 (b) and 2-261 (b), does the proposal include acquiring individual bonds in the name of the City of Fairbanks under the fee structure submitted?

Vanguard response: "Should you select Vanguard Institutional Advisory Service (VIAS) as your investment manager, we would not purchase individual bonds or securities in the name of the City of Fairbanks. All exposure to the equity and fixed income investments would be through an Investment Company 1940 Act mutual fund structure. These mutual fund purchases would be held in the name of the City of Fairbanks."



Alaska Permanent Capital Management (APCM) response: “Yes, will use individual bonds in the name of the City. Unlike our competitors, the bond management will not include another layer of fees.”

2. As per FGC Section 2-260 (f) a bank custodian will hold all investment cash and securities in the name of the City’s permanent fund. Our current custodian under contract is KeyTrust. Does your proposal, and fee structure, allow for the use of our custodian bank to hold and report assets at book and market values, and individual transactions occurring?

Vanguard response: “Yes, our proposal allows for you to retain KeyTrust as your custodian. We do want to mention, however, that each of the Vanguard Mutual Funds has a custodial relationship with a bank and that there is no fee for this service.”

APCM response: “Yes, the City’s contact with Key will remain the same. If for some reason the City wishes to change custodian, APCM can help find very low cost alternatives.”

On June 30, 2016 at 10:00 A.M. the PFRB met again to discuss the proposers’ responses. After much discussion the PFRB determined that the Vanguard proposal does meet the code requirements cited above:

Vanguard does not purchase individual bonds in the name of the City. Instead they manage fixed income mutual funds.

FGC sections 2-260 (b) (1-4) specifically addresses fixed income investments. Mutual funds are not among those listed.

Other concerns expressed by the PFRB and mentioned by Vanguard as a “Perceived Weaknesses” are stated below.

Vanguard constructs “client portfolios using only proprietary Vanguard funds.”

Vanguard is “not recognized as an extensive user of alternative investment products/strategies.”

After reviewing the Vanguard proposal the PFRB reviewed APCM’s proposal and unanimously agreed it met all of the requirements of the RFP, including compliance with the FGC.

Jeff moved and Bernard seconded, to make a recommendation to Council to approve the APCM contract.

Bernard will make a report at the Finance Committee meeting on July 5<sup>th</sup> regarding the PFRB's recommendation to issue the contract to APCM.

The meeting adjourned at 10:55 A.M.

The PFRB next quarterly meeting is Wednesday July 20, 2016 at 1:30 P.M.

Minutes will be placed on the July 20, 2016 agenda for approval.

**Fairbanks North Star Borough / City of Fairbanks  
CHENA RIVERFRONT COMMISSION  
MINUTES  
June 8, 2016**

The Fairbanks North Star Borough/City of Fairbanks Chena Riverfront Commission (CRFC) met on Wednesday, June 8, 2016, Chair Plager presiding. The following Commission members were in attendance: Anna Plager, Bob Henszey, Sue Rainey, Gordy Schlosser, Ian Olson and Buki Wright.

Absent Commissioners: Kelley Hegarty-Lammers, Lee Wood, Carrie McEnteer, Julie Jones

Also present were: Kellen Spillman, FNSB Community Planning Deputy Director; Nancy Durham, FNSB Planner; Barry Hooper, DOT&PF; Donna Gardino, FMATS; Bryant Wright, FNSB Parks & Recreation; Jackson Fox, City of Fairbanks; Deborah Koons, FNSB Land Management Officer; Ann Worhatch, FNSB Public Works Engineer; Aditi Shenoy, FSWCD; Ben Soiseth, Army Corps of Engineers; Merritt Helfferich, Former Chair of the CRFC; and Laura McLean, FNSB Recording Clerk.

**1. CALL TO ORDER**

**Ms. Plager** called the meeting to order at 12:03 p.m.

**2. APPROVAL OF AGENDA**

**Ms. Plager** suggested that the order of the Agenda be altered to accommodate the visitors to the meeting.

*A motion was made by **Ms. Rainey**, seconded by **Mr. Buki Wright** to approve the Agenda as amended for June 8, 2016. There were no objections.*

**3. APPROVAL OF MINUTES OF May 11, 2016**

*A motion was made by **Mr. Buki Wright**, seconded by **Mr. Henszey** to approve the minutes for May 11, 2016. There were no objections.*

**4. COMMUNICATIONS TO THE COMMISSION**

**Aditi Shenoy**, Fairbanks Soil and Water Conservation District addressed the Commission regarding the local Elodea infestation. She informed the Commission that FSWCD has a cooperative agreement with Fish and Wildlife and there is funding to treat Chena Slough for one year.

**Ms. Shenoy** continued that the DEC permit application is in the holding period, which comes after the 30-day comment period. They look to be able to begin treatment in July.

**Ms. Shenoy** further commented that they are now applying to the Alaska Sustainable Salmon Fund for funding to cover the remaining three years of treatments that are required to eradicate Elodea in the affected areas. She is hoping that this Commission will submit a letter of support for this funding. Ms. Shenoy provided a draft letter for this purpose.

**Ms. Durham** announced that the Commission could not vote to take action on this topic as it was not advertised and noticed in the newspaper as an Action Item.

After much discussion, it was determined that the letter will be forwarded to Mayor Kassel for his support on behalf of the Commission.

## 5. PUBLIC COMMENTS

None

## 6. NEW BUSINESS

### 1. Army Corps of Engineers – Ben Soiseth

**Ben Soiseth**, U.S. Army Corps of Engineers, addressed the Commission. He stated that through the Clean Water Act, his office is tasked with evaluating mitigation for projects that involve the discharge of dredged or fill material into waters of the United States including rivers, lakes and streams.

**Mr. Soiseth** gave a brief presentation regarding mitigation and the different types of mitigation that are applied in different instances. He explained in further detail the differences between the three.

**Ms. Plager** queried how the CRFC fits into the Army Corps of Engineers' mitigation program. **Mr. Soiseth** responded that there have been governmental entities that have set up mitigation banks. They have either restored or enhanced wetlands through this process. Therefore, if the Borough were to set-up a mitigation bank and go through the process of development, there would be potential revenue through the sale of credits.

**Mr. Schlosser** inquired if the CRFC could be added to the mailing list at the Corps, so that it would be notified of any permit requests. **Mr. Soiseth** responded that the CRFC could be added to their mailing list, but would receive all permit requests in this area, not just requests along the river. **Ms. Plager** added that Commissioner Wood volunteered several years ago to be on the mailing list on behalf of this Commission and has been monitoring the notices.

**Mr. Soiseth** suggested calling him if there are any questions. When the CRFC Plan is printed, a copy should go to Mr. Soiseth.

## 7. UNFINISHED BUSINESS

### 1. Wetlands mitigation – FNSB Land Management representative

**Deborah Koons**, FNSB Land Management Land Officer addressed the Commission. She wanted to add just a few additional thoughts to Mr. Soiseth's presentation.

**Ms. Koons** stated that the mission of the Land Management Department is to deal with Borough-owned lands. She commented that her division does not deal with any other lands that do not belong to the Borough.

**Ms. Koons** further commented that the Land Management Department has been working closely with Jeff Durham from the Delta Soil and Water Conservation District. They are developing an agreement with the Delta S&WCD, so that Land Management may utilize their mitigation process where Borough lands are concerned.

**Ms. Koons** will update the Commission at a later date as things progress.

## 2. History of CRFC Land Trust – Merritt Helfferich

**Merritt Helfferich** addressed the Commission and gave a brief account of how the CRFC Land Trust was created. Based on information from the Borough, it appears that the remaining funds in the account are left from an early grant for tree planting.

**Ms. Plager** suggested that the Commission review a list that she has put together of projects that the Commission could consider being supportive of in the future. She will send the list to Ms. McLean for disbursement to the Commission.

## 3. Committee on Commissions update – Kellen Spillman

**Mr. Spillman** addressed the Commission regarding this topic. He did not have anything to report. He offered to forward questions and concerns to the Mayors' staff.

## 4. Liaisons / Ex-Officio list update

This topic will be postponed to the next meeting due to time constraints.

## 5. CRFC Plan printing

**Ms. Durham** addressed the Commission. She stated that the plan pamphlet is nearly ready to go to print. **Ms. Plager** will provide additional photographs to include in the pamphlet.

## 8. STAFF AND LIASION COMMENTS

**Ms. Durham** suggested creating a sub-committee within this Commission to handle short term projects so that pressing deadlines can be met. **Mr. Spillman** responded that that would create an "Action Item" and ultimately the work of the sub-committee would have to come before the Commission before being voted on.

**Ms. McLean** announced that there will be Parliamentary Procedure and Roberts Rules of Order training on June 14, 2016 at 5:00 pm in the Assembly Chambers. All Boards and Commissions of the Borough have been invited. It is not mandatory but highly recommended.

**Mr. Hooper** stated that DOT&PF will most likely be applying for a Corps permit for the Wendell Street Bridge Project sometime this summer. He will keep the Commission apprised.

**Ms. Plager** requested that Mr. Hooper bring to the next meeting a timeline of projects along the Chena River that DOT&PF is working on. **Mr. Hooper** will do so.

**Ms. Gardino** announced that the Cushman (Complete) Street celebration will be held on July 11, 2016, from 5-7 pm. Cushman Street north of 7<sup>th</sup> Avenue to south of 1<sup>st</sup> Avenue will be closed off for the celebration.

**Mr. Spillman** reminded the Commission of the Parliamentary Procedure and Robert's Rules of Order training being offered on Tuesday, June 14, 2016 at 5:00 pm in the Assembly Chambers. All are invited.

**Mr. Spillman** also commented that he has been appointed as the Ex-Officio member to this Commission on behalf of the Department of Community Planning. Ms. Durham will remain as staff and Ms. McLean will remain as the Clerk of the Commission.

## 9. COMMISSIONERS COMMENTS

**Mr. Henszey** reminded the Commission of the Noyes Slough Clean-up for Saturday the 11<sup>th</sup>. That is also the date for TVWA Chena Riverwalk. The Riverwalk will be held from 1-4 pm.

**Mr. Olson** commented that he likes the storm water drain paintings that were done last weekend.

**Mr. Buki Wright** added that he heard that the planter boxes along Cushman Street will be removed each fall and stored at another location.

## 10. AGENDA SETTING FOR July 13, 2016 COMMISSION MEETING

1. Project list reconsideration
2. Liaisons/Ex-Officio members
3. DOT&PF project update

## 11. ADJOURNMENT

*A motion by **Mr. Henszey**, seconded by **Mr. Buki Wright** to adjourn. All were in favor. There were no objections.*

/l



FAIRBANKS DIVERSITY COUNCIL  
REGULAR MEETING MINUTES  
JUNE 14, 2016 – 5:30 PM  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



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

Members Present:

Shirley Lee, Seat B	Rita Davis, Seat L
June Rogers, Seat D	Jeff Walters, Seat M
Travis Cole, Seat E	Amanda Frank, Seat N
Trina Bailey, Seat F	Kelvin Lee, Seat O
Kathleen Wattum, Seat I	Bernard Gatewood, Council Member
Jo Ann Borges, Seat K	Angela Foster-Snow, HR Director

Members Absent:

Ana Maria Richards, Seat A	Rosalind Kan, Seat H
Montean Jackson, Seat C	Douglas Toelle, Seat J
Doris Lenahan, Seat G	

Also Present:

D. Danyielle Snider, City Clerk	Eric Jewkes, Deputy Chief of Police
Randall Aragon, Chief of Police	Jeff Jacobson, Chief of Staff

**\*\*A group photo of the FDC was taken prior to the start of the meeting\*\***

### **CALL TO ORDER**

**Chair Eberhart** called the meeting to order and asked Mr. Walters to read aloud the mission statement of the FDC.

### **APPROVAL OF AGENDA**

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

**Mr. Walters** requested that the Community Perspective he drafted be added to New Business.

**Ms. Lee** requested that the YouTube video that Mr. Cole emailed be added for discussion under New Business.

**Chair Eberhart** called for objection to the APPROVAL of the Agenda, as Amended and, hearing none, declared the MOTION CARRIED.

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

**Evan McHenry, 1230 6th Avenue, Fairbanks** – Ms. McHenry thanked the City for the upgrades that will be made in South Fairbanks, specifically in the Bjerremark Subdivision. She expressed concern that she has not seen a diversified work force on many of the construction projects. She asked what steps the FDC is taking to help recruit and create diversity in trades throughout the community.

Hearing no more requests for public comment, **Chair Eberhart** declared Citizen's Comments closed.

### **APPROVAL OF PREVIOUS MINUTES**

a) Regular Meeting Minutes of May 10, 2016

**Ms. Lee**, seconded by **Mr. Lee**, moved to APPROVE the Regular Meeting Minutes of May 10, 2016.

**Ms. Lee** requested that the word "blasted" be changed to "criticized" in her comments on page 5 of the minutes.

**Chair Eberhart** called for objection to the APPROVAL of the Minutes, as Corrected and, hearing none, declared the MOTION CARRIED.

### **UNFINISHED BUSINESS**

a) Diversity Day / Juneteenth Celebration

**Sean Rice** – Mr. Rice gave some information about his background and experience. He stated that he is the Chair of the Juneteenth Celebration Committee and is also the emcee for this year's Midnight Sun Intertribal Powwow July 8 – 10. He invited everyone to share in the events.

Members discussed how to participate in the events. Chief of Staff Jeff Jacobson stated that the FDC banner discussed at the last meeting was not ordered. **Ms. Rogers** suggested repainting one of the old banners at the Fairbanks Arts Association. **Ms. Foster-Snow** offered to put together a brochure-type handout for the Juneteenth Celebration that tells about the goals and the mission statement of the FDC. **Chair Eberhart** passed around a sign-up sheet for members to fill time slots to cover the event. He stated that he would have Ms. Misrasi work on getting an FDC banner.

**Ms. Bailey** asked what will happen at the event that tells the story of Juneteenth. Mr. Rice replied that there will be a speaker to talk about the history and what Juneteenth means. Mr. Rice read aloud a piece he wrote about America as a nation.

b) Diversity Action Plan (with updated comments)

**Mr. Walters** led the discussion on the DAP. He stated that he and Mr. Jacobson met last week and went through items 4-6 of the Plan. He went through the items one at a time with FDC Members.

**Ms. Lee**, seconded by **Ms. Wattum**, moved to ADD a new regular agenda item titled, Diversity Topic of the Month."

**Chair Eberhart** called for objection and, hearing none, declared the MOTION CARRIED.

Members agreed to discuss a schedule for speakers for the new agenda item at the July meeting.



**Mr. Cole**, seconded by **Ms. Jackson**, moved to APPROVE the changes and recommendations in Section 4 of the DAP.

**Chair Eberhart** called for objection and, hearing none, declared the MOTION CARRIED.

**Ms. Rogers**, seconded by **Ms. Davis**, moved to APPROVE the changes and recommendations in Section 5 of the DAP.

**Chair Eberhart** called for objection and, hearing none, declared the MOTION CARRIED.

**Ms. Jackson**, seconded by **Ms. Davis**, moved to POSTPONE the review of Section 6 of the DAP to the Regular Meeting of July 12, 2016.

**Chair Eberhart** called for objection and, hearing none, declared the MOTION CARRIED.

## **NEW BUSINESS**

### a) 2016 Budget Discussion

Members discussed possible ideas for FDC purchases/expenditures: survey, tent for events, banner, buttons, pins, brochures, etc. They discussed whether to refer the topic to a committee for more research. **Ms. Bailey** stated that the Education & Outreach / Media & Communications Committee could draft a contact information card or flyer about the FDC and look into the cost of conducting a survey.

### b) Event Calendar

Members agreed to refer this item to the Education & Outreach / Media & Communications Committee.

### c) Draft Community Perspective by Jeff Walters

**Mr. Walters** explained that he drafted the piece in response to the recent shooting tragedy in Orlando, Florida. He asked for concurrence of the FDC on submitting the piece to the News Miner. Members provided some feedback on and offered some edits to the piece; no Members objected to Mr. Walters submitting the Community Perspective.

**Ms. Borges** read aloud a bill by President Obama that corrects language in federal law to no longer be offensive to minority groups.

### d) YouTube Video

**Mr. Cole** stated that he was very insulted by a YouTube video that was recently shared by Glen Anderson on Facebook. He explained that the video mocked the culture of Alaska Natives. He said that when he spoke out against the video, he was labeled as being over-sensitive.

**Ms. Lee** stated that she was also offended by the video and comments and did some research after watching it. She stated that the video was produced by a local company in 2011, but was recently reposted to Facebook. She stated that certain Council Members “liked” the video. **Ms. Lee** read aloud some of the offensive comments that were posted on Facebook. She suggested that the FDC speak out against the video; she added that she is drafting a piece for Tanana Chiefs Conference (TCC) President Victor Joseph to sign.

Members discussed the bigger issue of racism in the community and empathized with Mr. Cole. They discussed ideas for how to address the issue and whether to invite Mr. Anderson to a future meeting. **Ms. Bailey** stated that she does not feel that Mr. Anderson would apologize for his actions. She stated that she would work with other Members to draft a paragraph (on behalf of the FDC) to be added to the Native leadership’s article to the News Miner. **Ms. Lee** suggested putting out a public service announcement (PSA) educating the community on these types of issues. Members discussed the possibility of inviting a panel of community leaders to talk about the issue at a future meeting.

**Mr. Walters**, seconded by **Ms. Davis**, moved that the FDC go on record opposing the portrayal of Native people as recently posted on social media and better supporting community awareness by adding a sidebar to support the Native leadership’s community dialogue response.

### **FDC COMMITTEE REPORTS**

a) HR Vacancy and Hiring Status Report

**Ms. Foster-Snow** gave a brief report on current City vacancies and hiring statuses.

### **FDC MEMBERS COMMENTS**

Mr. Lee was not present for Members Comments as he left the meeting shortly after 8 p.m.

**Ms. Borges** stated that it was an awkward meeting because Members touched many sensitive topics. She stated that people are responsible for making anyone who offends them accountable. She stated that she would expect an apology for the YouTube video posting; she added that parents expect their kids to take responsibility for their own actions and adults should set the example.

**Mr. Walters** thanked Mr. Cole for bringing the video forward; he stated that he supports inviting Mr. Anderson to a future meeting. He recommended that the Borough appoint a young member of the community to fill Ms. Frank’s vacancy and represent the younger community members.

**Ms. Bailey** stated that she will create a post about the FDC vacancy that everyone can share.

**Ms. Foster-Snow** spoke to Orlando tragedy. She thanked Mr. Cole for creating awareness about the posting of the YouTube video. She stated that it is not simply about words that are said, but it is how words make someone else feel. She commented that it is sad that some people in the community do not have respect for the feelings of others.

**Ms. Bailey** stated that she had no comments.

**Mr. Gatewood** stated that he will be absent for the July meeting.

**Ms. Jackson** thanked Ms. Foster-Snow for hosting the youth suicide prevention event at City Hall in the Mayor's absence. She thanked Mr. Cole for bringing awareness to the FDC about the video; she reminded FDC Members that the community still has a long way to go. She thanked Members in advance for supporting the Juneteenth Celebration.

Ms. Davis was not present for Members Comments as she left the meeting at 8:15 p.m.

**Ms. Wattum** thanked Mayor Eberhart for the message he sent in response to the Orlando shooting.

**Ms. Rogers** thanked Mayor Eberhart for his foresight in creating the FDC and stated that the body has become a pretty solidly-knit group. She stated that she recently attended the Fairbanks North Star Borough School District's Diversity Meeting, and invited them to come to FDC meetings. She announced her recent appointment to the City Council, and stated that she is pleased and challenged by the opportunity. She stated that she hopes to serve on the City Council beyond the ending of the appointment term in October.

**Ms. Lee** stated that she attended the vigil for Orlando shooting and it was a good event.

**Mr. Cole** stated that he would be willing to volunteer his help in youth suicide prevention activities as it is an issue close to his heart. He stated that he and his son also attended the vigil mentioned by Ms. Lee. He thanked the FDC for hearing his issue with the YouTube video and for offering support. He expressed hope that if the FDC addresses the issue, at least people in the community will no longer be ignorant about such things.

**Mayor Eberhart** stated that he recently spent 3 weeks in Italy and had a great time. He stated that Vice Chair Ana Richards gave him copies of a new bi-lingual newspaper being published in Anchorage, and he distributed copies to Members. He stated that he views the FDC as sort of a racism police and commented that the group should call out issues when they occur.

## MEETING DATES

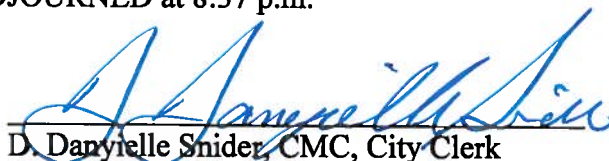
- a) The next Regular Meeting of the FDC is scheduled for Tuesday, July 12, 2016.

## ADJOURNMENT

**Chair Eberhart** called for objection to adjourning the meeting and, hearing none, declared the meeting ADJOURNED at 8:37 p.m.



\_\_\_\_\_  
Mayor John Eberhart, Chair



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

Transcribed by: DS

*City of Fairbanks*



**MEMORANDUM**

To: City Council Members  
From: John Eberhart, City Mayor  
Subject: Request for Concurrence – FNSB Planning Commission  
Date: July 15, 2016

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One of the three City-recommended seats on the FNSB Planning Commission was filled without recommendation of the City Council by an individual who is not a City resident.

FNSB Code of Ordinances Section 2.40.011(A) states:

*Members (of the Planning Commission) shall be appointed by the borough mayor, subject to confirmation by the assembly. The appointments of members from the cities shall be selected from a list of recommendations submitted to the borough mayor by the city councils.*

The following individuals have applied to serve on the Planning Commission and I hereby request your concurrence to submitting the following list of recommendations for appointment to the FNSB Planning Commission:

- 1) Mr. Michael Stepovich
- 2) Mr. David Brandt
- 3) Ms. Mindy O'Neall (City resident currently serving as a Borough representative on the Planning Commission)


Thank you.

dds/






# FNSB - PLANNING COMMISSION

## BOARD DETAILS



**OVERVIEW**

-  **SIZE** 3 Seats
-  **TERM LENGTH** 3 Years
-  **TERM LIMIT** N/A

The powers and duties of the Fairbanks North Star Borough (FNSB) Planning Commission are as outlined in FNSBC Chapter 2.40.



### DETAILS

#### BOARD/COMMISSION CHARACTERISTICS

The FNSB Planning Commission shall consist of 11 members. Commission membership shall be apportioned so that the number of members from the cities of Fairbanks and North Pole reflects the proportion of the Borough population residing within those cities as determined by the Borough Assembly from time to time. Members shall be appointed by the Borough Mayor, subject to confirmation by the Assembly. The appointments of members from the cities shall be selected from a list of recommendations submitted to the Borough Mayor by the City Councils. Members appointed from outside the cities shall be as representative of the various geographic areas of the Borough as practical. The Borough Mayor, Planning Director and Engineer shall be ex officio members of the Commission with privilege of the floor but shall have no vote on any matter.

#### MEETINGS

The Commission shall annually elect from its membership a chairman and vice chairman and shall adopt rules for the conduct of its meetings. Robert's Rules of Order (newly revised) shall apply unless different rules are adopted by the Commission and approved by the Assembly. Meetings of the Commission are public in accordance with AS 44.62 and minutes shall be kept. Minutes of the Commission shall be filed with the Borough Clerk. Records of the Commission shall be retained as public records within the Planning Department. In addition to the eligibility and qualifications requirements in FNSBC 2.21.040, the Assembly shall not confirm the appointment or selection of a local elected official serving on the Assembly or City Council, including a Mayor. Any sitting planning commissioner who is elected or appointed as an Assemblymember, Councilmember or Mayor shall resign as a planning commissioner on or prior to being sworn in to the new position. Six members of the Commission shall constitute a quorum. All Commission actions shall be by vote of a majority of the Commission's membership who are present and voting.

<http://bit.ly/1my3Wlt>

#### ENACTING LEGISLATION

FNSBC 2.40.044 - 2.40.061

#### ENACTING LEGISLATION WEBSITE

<http://bit.ly/1fLFto9>

#### JOINT COMMISSION DETAILS

The Planning Commission is a FNSB Commission with appointments from multiple jurisdictions. Only City-recommended seats are listed on the City's membership roster. If there is a vacancy for one of the two City-recommended seats, you may

apply through this website. For a complete member listing, visit the Fairbanks North Star Borough website at <http://bit.ly/1my3Wlt>.

---

**EMAIL THE COMMISSION  
MEMBERS**

N/A

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## Profile

Michael

First Name

Stepovich

Last Name

[REDACTED]

Email Address

[REDACTED]

Street Address

Suite or Apt

Fairbanks

City

AK

State

99701

Postal Code

## Mailing Address

---

[REDACTED]

## City Resident

What district do you live in?

Mobile: [REDACTED]

Primary Phone

Home:

Alternate Phone

Doyon Utilities

Employer

Finacial Specialist

Job Title

## Which Boards would you like to apply for?

---

FNSB - Planning Commission

---

## Interests & Experiences

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

---

•Interests 1) Learning opportunities 2) The ability to contribute to the community 3) Make a difference. •Life experiences 1) Collegiate athlete - taught me how to be a team player and the importance of commitment

2)Lifelong Fairbanksan - Born and raised in Fairbanks, AK. 3)Utility / Government Sector - Currently working as an accountant for a utility company that works directly with the Federal Government (Doyon Utilities).

**Brief Personal Biography (or attach resume):**

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See Attached Resume



Upload a Resume

**Professional Licenses/Training:**

---

MSHA Certified



# Michael A. Stepovich

Fairbanks, Alaska, 99707

## **CAREER OBJECTIVE**

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Motivated and hardworking individual seeking to advance my career by learning new and advanced roles, while benefiting the community and others.

## **EDUCATION**

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**UNIVERSITY OF ALASKA FAIRBANKS**  
*B.B.A : Accounting*

**Fairbanks, AK**  
*December 2015*

## **SKILLS**

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- Proficient in MS Office and Navision
- Excellent Interpersonal Skills
- Great Public Relation Skills

## **WORK EXPERIENCE**

---

**Doyon Utilities**  
*Financial Specialist*  
*Fixed Asset Intern*

**Fairbanks, AK**  
*September 2015 - Present*  
*October 2014 – September 2015*

- Prepare the annual operating budget and report monthly variances
- Assist in the preparation of project deliverables including reviewing assets to GIS
- Coordinate and plan quarterly capital meetings

**Fairbanks Basketball Officials Association**  
*Basketball Official*

**Fairbanks, AK**  
*November 2014 – Present*

- Officiate elementary through high school basketball
- Responsible for a safe environment
- Working knowledge of ASAA rules and regulations

**Airport Equipment Rentals / Fish Creek Mine**  
*Heavy Equipment Operator/Gold Recovery*

**Fairbanks, AK**  
*May 2012 – September 2015*

- Maintained equipment service sheets
- 2000 hours in John Deere 844 front end loader, zoom boom, rock truck
- Working knowledge of plant operations

**University of Alaska Fairbanks**  
*Front Desk Attendant*

**Fairbanks, AK**  
*January 2014 – January 2015*

- Customer service through direct contact and via phone
- Accountable for inventory and stocking
- Cashier

## **ACCOMPLISHMENTS & ORGANIZATIONS**

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- Collegiate athlete - University of Alaska Fairbanks – Men's Basketball
- Extensive Community Service - ICC Soup Kitchen, Anne Wien Elementary, United Way of the Tanana Valley and the Relay for Life
- 1st Team All-State Men's Basketball 2008-2009
- Senior Class President 2008-2009

## **REFERENCES**

Cindy Fields, Director, Immaculate Conception Soup Kitchen, [REDACTED]

Charla Davis, Director, Anne Wien Elementary after-school programs, [REDACTED]

Frank Ostanik, Monroe Catholic High School Athletic Director, [REDACTED]

Jeri Maxwell, University of Alaska Fairbanks Wood Center Director, [REDACTED]

# Application Form

Status: [REDACTED]

## Profile

*Please note that profile information may be available to the public.*

David

First Name

Brandt

Last Name

[REDACTED]

Email Address

[REDACTED]

Street Address

Suite or Apt

Fairbanks

City

AK

State

99701

Postal Code

Mailing Address

## City Resident

Choose your residency status.

[REDACTED]

Primary Phone

[REDACTED]

Alternate Phone

\_\_\_\_\_  
Employer

Journeyman Carpenter

Job Title

Which Boards would you like to apply for?

Landscape Review & Appeals Commission, FNSB - Planning Commission

## Interests & Experiences

Please tell us about yourself and why you want to serve.

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

Interested in serving local community without running for elected office.

Brief Personal Biography (or attach resume):  
43-year Borough resident; 22-year Fairbanks property owner

---

Upload a Resume

Professional Licenses/Training:  
Journeyman Carpenter

*City of Fairbanks*



**MEMORANDUM**

To: City Council Members  
From: John Eberhart, City Mayor  
Subject: Request for Concurrence – Fairbanks Diversity Council  
Date: July 18, 2016

---

In order to fill the vacancy of Seat I on the Fairbanks Diversity Council created by the recent resignation of Ms. Kate Wattum, I request your concurrence to the appointment of the following new member:

Seat I      Ms. Marna Sanford      Term to Expire: June 30, 2018

Ms. Sanford's application is attached.

Thank you.


dds/

A handwritten signature in black ink, appearing to read "John Eberhart", is written over the typed name and title of the sender.




# FAIRBANKS DIVERSITY COUNCIL


## BOARD DETAILS




OVERVIEW



**SIZE** 18 Seats



**TERM LENGTH** 3 Years



**TERM LIMIT** N/A

The purpose of the Fairbanks Diversity Council (FDC) is to provide a citizens' forum to the City Council and the Borough Assembly, provide advice and recommendations to promote equal opportunity for all members of the public, serve as a diversity advisory board, and recommend adoption of a Diversity Action Plan.



### DETAILS

#### BOARD/COMMISSION CHARACTERISTICS

The FDC will consist of 15 voting members, 12 of which will be appointed by the City Mayor and subject to approval by the City Council. Eight of those 12 members must be residents of the City of Fairbanks. Three of the voting members will be appointed by the Fairbanks North Star Borough (FNSB) Mayor, subject to confirmation by the Borough Assembly. All appointments of the public members shall be for three-year terms, without compensation. The City Mayor shall serve as non-voting Chairperson. A Vice-Chairperson shall be appointed by the City Mayor from the membership, subject to the approval of the FDC. The Vice-Chairperson's term shall be for three years. No person shall serve more than two full consecutive terms as Vice-Chairperson. The FDC may organize committees and adopt administrative rules and procedures to accomplish its purposes.

#### MEETINGS

A quorum shall be necessary to conduct a meeting. A quorum shall consist of eight public voting members of the FDC. The business of the FDC shall be transacted by a majority vote of voting members present after a quorum is established. All meetings shall be held, and notices and agendas shall be posted, in compliance with the Alaska Open Meetings Act. Meetings are held on the second Tuesday of each month at 5:30 p.m. in the City Council Chambers at City Hall. Minutes of FDC proceedings shall be kept and filed in accordance with applicable laws dealing with public records. In all matters of parliamentary procedure not covered by rules and procedures adopted under Ordinance No. 5939, the current version of Robert's Rules of Order will govern. The FDC shall keep permanent records or minutes of all meetings. The minutes shall promptly be filed in the office of the City Clerk and shall be open to public inspection. The City Clerk shall supply the FDC with administrative support.

[Meeting Minutes](#)

#### ENACTING LEGISLATION

FGC 2-231 through 2-235

#### ENACTING LEGISLATION WEBSITE

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

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**JOINT COMMISSION DETAILS**

The FDC shall include 15 public voting members broadly selected to represent the diverse people of Fairbanks. Twelve members, at least eight of whom must be residents of the City of Fairbanks, shall be appointed by the City Mayor subject to the approval of the City Council. Three members shall be appointed by the Fairbanks North Star Borough Mayor subject to the approval of the Fairbanks North Star Borough Assembly.

---

**EMAIL THE COMMISSION MEMBERS**

[diversitycouncil@ci.fairbanks.ak.us](mailto:diversitycouncil@ci.fairbanks.ak.us)

---

### Profile

Marna

First Name

Sanford

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

[Redacted]

Suite or Apt

Fairbanks

City

AK

State

[Redacted]

Postal Code

### Mailing Address

[Redacted]

### Non-Resident

What district do you live in?

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Tanana Chiefs Conference

Employer

Government Relations  
Coordinator

Job Title

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

Fairbanks Diversity Council

### Interests & Experiences



Question applies to Fairbanks Diversity Council.

**Please tell us how your diversity will benefit and contribute to the mission and purpose of the Diversity Council.**

---

• I don't know that I am particularly diverse in the true sense of the word. I am a white woman that grew up in small-town Alaska. My parents worked and remained married until my father's death a few years ago. I am married to an Athabascan Indian and my brother's children are also part Athabascan. However, our family "diversity" looks like many blended families across the state and nation. My work brings me in to contact with a different population than most Alaskans deal with normally. However, that group has many things in common to rival the things that they do not. Ultimately, my contribution would come from the perspective and contacts that I have made in my work experience as it relates to every one.

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

---

• I have previously served on a Borough Commission and enjoyed being able to shape issues in our community. This particular council's mission is important to me personally as I watch recent events in the media and feel that diversity and racial issues are dividing out country and community. We need to start at home to make change and educate.

**Brief Personal Biography (or attach resume):**

---

  
Upload a Resume

**Professional Licenses/Training:**

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Alaska Bar License Continuing Legal Education

*City of Fairbanks*



**MEMORANDUM**

To: City Council Members  
From: John Eberhart, City Mayor  
Subject: Request for Concurrence – Clay Street Cemetery Commission  
Date: July 18, 2016

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In order to fill the vacancy of Seat F on the Clay Street Cemetery Commission, I hereby request your concurrence to the appointment of the following new member:

Seat F: Ms. Karen Erickson Term to Expire: August 31, 2017

Ms. Erickson's application is attached.

Thank you.


dds/

A handwritten signature in blue ink, appearing to read "John Eberhart".




# CLAY STREET CEMETERY COMMISSION


## BOARD DETAILS




OVERVIEW



**SIZE** 8 Seats



**TERM LENGTH** 3 Years



**TERM LIMIT** N/A

The Clay Street Cemetery Commission shall advise the City Council and Mayor regarding the restoration, improvement, and maintenance of the Clay Street Cemetery. It shall provide and update a long-term plan for the cemetery.



### DETAILS

#### BOARD/COMMISSION CHARACTERISTICS

The Clay Street Cemetery Commission shall consist of seven members, three of whom must be residents of the City, appointed by the Mayor and confirmed by the City Council. One member shall be active in the study of Fairbanks history, one member shall have experience or interest in maintaining the cemetery and five members shall represent the community at large (or four members shall be at-large representatives if a Council Member is appointed to the Commission). The City Public Works Director shall be an ex-officio member of the Commission. Appointed members shall serve a three-year term. A chairperson shall be selected from among the Commission's members.

#### MEETINGS

The Commission shall conduct regular public meetings, including public hearings required as a condition of receipt of grants. If authorized by the City Council, the Commission may convene into executive session in accordance with state law.

[Meeting Minutes](#)

#### ENACTING LEGISLATION

FGC 2-485 through 2-488

#### ENACTING LEGISLATION WEBSITE

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

#### JOINT COMMISSION DETAILS

N/A

#### EMAIL THE COMMISSION MEMBERS

[claystreetcemeterycommission@ci.fairbanks.ak.us](mailto:claystreetcemeterycommission@ci.fairbanks.ak.us)

**Profile**

Karen

First Name

Erickson

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

[Redacted]

Suite or Apt

Fairbanks

City

AK

State

[Redacted]

Postal Code

**Mailing Address**

[Redacted]

**Non-Resident**

What district do you live in?

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Retired Alaska Court System

Employer

Retired

Job Title

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

Clay Street Cemetery Commission

**Interests & Experiences**

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

Interest in Alaska history, the Clay Street Cemetery in particular.

**Brief Personal Biography (or attach resume):**

---

Prepared the nomination to have the Clay Street Cemetery placed on the National Register. Have worked on Clay Street Cemetery records since the 1970's.

---

Upload a Resume

**Professional Licenses/Training:**

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Worked on Clay Street Cemetery historical records since the 1970's.