



FAIRBANKS CITY COUNCIL  
AGENDA NO. 2025-09  
**REGULAR MEETING – MAY 12, 2025**  
MEETING WILL BE HELD VIA [ZOOM WEBINAR](#) AND AT  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA

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CITIZEN ENGAGEMENT ACADEMY GRADUATION

5:30 p.m.

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REGULAR MEETING

6:30 p.m.

1. ROLL CALL
2. INVOCATION
3. FLAG SALUTATION
4. CEREMONIAL MATTERS (Proclamations, Introductions, Recognitions, Awards)
5. CITIZENS' COMMENTS, oral communications to the City Council on any item pertaining to City business that is not up for public hearing. The total comment period is 30 minutes, and testimony is limited to three minutes. Any person wishing to speak needs to sign up on the list located in the hallway or must have signed up in advance using the procedures for providing online testimony found at the City's website. Respectful standards of decorum and courtesy should be observed by all speakers. Remarks should be directed to the City Council as a body rather than to any particular Councilmember or member of the staff. In consideration of others, please silence all cell phones and electronic devices.

6. APPROVAL OF AGENDA AND CONSENT AGENDA

Consent agenda items are indicated by asterisks (\*). Consent agenda items are considered together unless a councilmember requests that the item be returned to the general agenda. Ordinances on the approved consent agenda are automatically advanced to the next regular meeting for second reading and public hearing. All other items on the approved consent agenda are passed as final.



7. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

8. SPECIAL ORDERS

- a) The Fairbanks City Council will hear interested citizens concerned with the following alcohol license application for transfer of controlling interest and restaurant endorsement. Public testimony will be taken and limited to three minutes.

Type/Lic.: Beverage Dispensary, Lic. #727  
DBA: Lavelle's Bistro  
Applicant: Café de Paris Catering Company  
Location: 575 1st Avenue, Fairbanks

- b) The Fairbanks City Council will hear interested citizens concerned with the following onsite consumption endorsement application. Public Testimony will be taken and limited to three minutes.

Type/Lic.: Marijuana Onsite Consumption Endorsement, Lic. #12325  
DBA: GOOD Cannabis  
Applicant: Good, LLC  
Location: 356 Old Steese Highway, Fairbanks

9. MAYOR'S COMMENTS AND REPORT

- a) Special Reports

10. COUNCILMEMBERS' COMMENTS

11. UNFINISHED BUSINESS

- a) Ordinance No. 6285, as Amended – An Ordinance Amending Fairbanks General Code Section 74-36 Economic Development Property Tax Rebate and Enacting Section 74-37 Tax Incentive for Property Development, Redevelopment, or Renovation. Introduced by Mayor Pruhs and Councilmembers Sprinkle and Ringstad. POSTPONED from the Regular Meeting of December 16, 2024; a public hearing was held on July 8, 2024.
- b) Ordinance No. 6313 – An Ordinance Amending Fairbanks General Code Sec. 50-288(b), Paid Parental Leave, to Clarify Eligibility. Introduced by Mayor Pruhs. SECOND READING AND PUBLIC HEARING.



12. NEW BUSINESS

- \*a) Resolution No. 5172 – A Resolution Establishing a Storefront Improvement Program. Introduced by Mayor Pruhs and Councilmembers Sprinkle and Marney.
- \*b) Resolution No. 5173 – A Resolution Authorizing the City of Fairbanks to Participate in Alaska Public Risk Alliance's Joint Insurance Arrangement. Introduced by Mayor Pruhs.

13. WRITTEN COMMUNICATIONS TO THE CITY COUNCIL

- \*a) Clay Street Cemetery Commission Minutes of March 5, 2025
- \*b) Clay Street Cemetery Commission Minutes of April 2, 2025
- \*c) Permanent Fund Review Board Minutes of January 27, 2025

14. COMMITTEE REPORTS AND COUNCILMEMBERS' COMMENTS

15. CITY CLERK'S REPORT

16. CITY ATTORNEY'S REPORT

17. EXECUTIVE SESSION

18. ADJOURNMENT






800 Cushman Street  
Fairbanks, AK 99701

Telephone (907)459-6702  
Fax (907)459-6710

## MEMORANDUM

TO: Mayor Pruhs and City Council Members

FROM: D. Danyielle Snider, City Clerk 

SUBJECT: Application for Alcohol License Transfer of Controlling Interest and Restaurant Endorsement

DATE: May 7, 2025

An application has been received by the State Alcohol and Marijuana Control Office (AMCO) for transfer of controlling interest and restaurant endorsement for the following alcohol license:

License Type/No.: Beverage Dispensary, License #727  
DBA: **Lavelle's Bistro**  
Licensee/Applicant: Café de Paris Catering Company  
Physical Location: 575 1st Avenue, Fairbanks, AK

Corp/LLC Agent:	Address	Date/State of Incorporation	Good standing?
Café de Paris Catering Company Franklin Eagle	575 1st Avenue Fairbanks, AK 99701	12/29/1999 AK	Yes

Member/Officer/Director:	Address	Phone	Title/Shares (%)
Robin Zimmerman	575 1st Avenue Fairbanks, AK 99701	907-456-1669	Director/President – 50%
Whitney Koonz	575 1st Avenue Fairbanks, AK 99701	907-456-1669	VP/Secretary/Treasurer/ Director – 50%

This application is to remove controlling interest from Franklin Eagle (50%) and Kathleen Lavelle (50%) and transfer it to Robin Zimmerman (50%) and Whitney Koonz (50%). It includes an application for a restaurant endorsement (which the restaurant currently has). A restaurant endorsement authorizes the licensee to allow people under the age of 21 to work or dine at the premises.

Pursuant to FGC Sec. 14-178, the Council must determine whether to protest the alcohol license action after holding a public hearing. This transfer application was considered by the ABC Board at its regular meeting on April 15, 2025. The City's 60-day response deadline to AMCO is May 30, 2025.

The Police Department has included a focused call report, as requested by the Council, for the location listed above. **There are no department-recommended protests** for this alcohol license transfer application.



# CITY OF FAIRBANKS PUBLIC SAFETY

## Event List with Report Numbers

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
25000721	02/28/2025 01:22:22	DISTURBANCE VERBAL	575 FIRST AVE	O17	RPT	02/28/2025 02:05:11
25000618	02/20/2025 17:32:27	THEFT OR VEH THEFT	575 FIRST AVE	O31	RPT	02/20/2025 21:08:39
24003341	09/30/2024 13:09:59	THEFT FROM VEHICLE -	575 FIRST AVE	O23	RPT	09/30/2024 15:59:21
24002384	07/19/2024 10:38:26	TRESPASS/UNWANTED -	575 FIRST AVE	O7	RPT	07/19/2024 11:57:57
24002298	07/13/2024 13:04:57	PAST THEFT - BRAVO	575 FIRST AVE	O18	RPT	07/13/2024 16:38:03
24002190	07/06/2024 02:04:03	TRESPASS/UNWANTED -	575 FIRST AVE	O8	RPT	07/06/2024 04:42:59
24001982	06/20/2024 01:05:45	SI - FOLLOW-UP	575 FIRST AVE	O8	RPT	06/20/2024 02:09:38
24001602	05/20/2024 05:24:51	TRESPASS/UNWANTED -	575 FIRST AVE	O28	RPT	05/20/2024 06:09:36
24001518	05/14/2024 05:07:55	TRESPASS/UNWANTED -	575 FIRST AVE	O37	RPT	05/14/2024 05:47:29
24001444	05/08/2024 20:28:47	FOUND PROPERTY -	575 FIRST AVE	O6	RPT	05/08/2024 22:06:38
24001306	04/30/2024 04:51:00	TRESPASS/UNWANTED -	575 FIRST AVE	O17	RPT	04/30/2024 06:06:30
24001171	04/19/2024 23:23:25	DISTURBANCE PHYSICAL	575 FIRST AVE	O30	RPT	04/20/2024 01:32:35

Total Number of Events Listed: **12**





Document reference ID : 5402

# Licensing Application Summary

## Transfer of Controlling Interest

<b>License ID:</b>	727
<b>Application ID:</b>	5402
<b>Applicant Name:</b>	Cafe De Paris Catering Company
<b>License Type applied for:</b>	Beverage Dispensary License(BDL) (AS 04.09.200)
<b>Application Status:</b>	In Review
<b>Application Submitted On:</b>	04/01/2025 09:14 AM

## Entity Information

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<b>Business Structure:</b>	Corporation
<b>FEIN/SSN Number:</b>	920171171
<b>Alaska Entity Number (CBPL):</b>	68784D

## Entity Contact Information

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<b>Entity Address:</b>	575 1st Ave, Fairbanks, AK, 99701, USA
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## Initial Application Information

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<b>Authority Type:</b>	I am authorized user by the designated licensee with binding authority
<b>Legal First Name:</b>	Robin
<b>Legal Last Name:</b>	Zimmerman



**Email Address:** robin@lavellesbistro.com

**Phone Number:** 907-456-1669

## Additional Authorized Users

Legal Name	Relation with Applicant
Frank Eagle- current owner of 727	Other

## Registered Agent Information

<b>Name</b>	Franklin Eagle
<b>Agent's Phone Number</b>	907-456-1669
<b>Agent's Email</b>	robin@lavellesbistro.com
<b>Address</b>	575 First Ave, Fairbanks, AK, 99701-4724, USA
<b>The registered agent is either an individual resident of the state or a domestic corporation authorized to transact business in the state and whose business office is the same as the registered office?</b>	Yes

## Ownership / Principal Party Details

Principal Parent Entity	Principal Party	Role	%Ownership
Cafe De Paris Catering Company	Robin Zimmerman	President, Stockholder/Shareholder	50
Cafe De Paris Catering Company	Whitney Koonz	Secretary, Stockholder/Shareholder, Treasurer, Vice President	50

## Premises Address

**Address:** 575 1st Avenue, Fairbanks, AK, USA



**Mailing Address:** 575 First Ave, Fairbanks, AK, 99701, USA

**Does the proposed site include a valid street address?** Yes

## Basic Business information

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**Business/Trade Name:** Lavelle's Bistro

**What is your primary business at this location?** Restaurant

## Premises Contact Details

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**Address:** 575 First Ave, Fairbanks, AK, 99701, USA

## Local Government and Community Council Details

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**City/Municipality** Fairbanks (City of)

**Borough** Fairbanks North Star Borough

## Property Ownership

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**Do you, the applicant, own the land, building, and/or warehouse at this proposed licensed location?** No

**Property Utilization Status** An Existing Facility

**Are you operating under?** Lease

**Add Copy of Lease\Sublease document** [727 Lavelle's Bistro Lease Agreement.pdf](#)

## Premises Diagram

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**Will the license or permit embrace the entire premises address?** No

**Premises Diagram**



- [727 AB-02.pdf](#)

## Security Plan

- [727 Lavelle's Bistro Security Plan.pdf](#)

## Endorsements

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Endorsement Number	Endorsement Type	Trade Name	Business Name
15336	Restaurant Endorsement (RE)		Cafe De Paris Catering Company

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## Financial Interest

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I hereby certify that no person other than a proposed licensee listed on the liquor license application has a direct or indirect financial interest, as defined in AS 04.11.450(f) in the business for which a liquor license is being applied for.

I hereby certify that any ownership change shall be reported to the board as required under AS 04.11.040, AS 04.11.045, AS 04.11.050, and AS 04.11.055.

## Public Notice Posting Attestation and Publishers Affidavit

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<b>Have you posted your application at both required locations for ten consecutive days?</b>	Yes
<b>What was the other conspicuous location of your post? (Please Include the full address)</b>	Fairbanks City Hall
<b>What was the first day you posted your application?</b>	09/20/2024

I attest that I have met the public posting notice requirement set forth under AS 04.11.310 by posting a copy of my application for the 10-day period at the location of the proposed licensed premises and at another conspicuous location in the area of the proposed premises as listed in this application.

I hereby attest that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that



any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

## Attestations

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I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 305.700.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

I certify that all proposed licensees have been listed with Division of Corporation, Business, and Professional Licensing.

I certify that I and any individual identified in the business entity ownership section of this application, has or will read AS 04 and its implementing regulations.

## Signature

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Electronic Signature not collected; application submitted based on paper form.

## Payment Info

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Payment Type : Check



Check Number: 100931533

Payment Date: 10/3/2024 12:00:00 AM

## Documents

#	File Name	Type	Added On
1	<a href="#">727 Lavelle's Bistro Lease Agreement.pdf</a>	License Lease\Sublease document	04/01/2025 09:09 AM
2	<a href="#">727 AB-02.pdf</a>	License Location Diagram Document	04/01/2025 09:09 AM
3	<a href="#">727 Lavelle's Bistro Security Plan.pdf</a>	License Location Diagram Security Plan Document	04/01/2025 09:09 AM
4	<a href="#">727 AB-11 complete.pdf</a>	Signed Creditors Affidavit	04/01/2025 09:10 AM
5	<a href="#">727 Lavelle's Bistro State Business License.pdf</a>	Misc. documents to support the transfer application	04/01/2025 09:10 AM
6	<a href="#">727 AB-09 complete.pdf</a>	Misc. documents to support the transfer application	04/01/2025 09:10 AM
7	<a href="#">727 Entity Info.pdf</a>	Misc. documents to support the transfer application	04/01/2025 09:10 AM
8	<a href="#">727 Whitney Koonz statement correcting answers of AB-08a.pdf</a>	Misc. documents to support the transfer application	04/01/2025 09:10 AM
9	<a href="#">727 AB-08a Robin Zimmerman_Redacted.pdf</a>	Misc. documents to support the transfer application	04/01/2025 09:10 AM
10	<a href="#">727 AB-07 + Pub. Affidavit.pdf</a>	Publishers Affidavit	04/01/2025 09:13 AM
11	<a href="#">727 AB-01.pdf</a>	License Paper Form Application Document	04/01/2025 09:13 AM
12	<a href="#">727 AB-01.pdf</a>	Transferee and Transferor Certifications Form	04/01/2025 09:13 AM





# Alcoholic Beverage Control Office

## Public Notice

### Application for Transfer of Controlling Interest

**Application ID:** 5402  
**License Type:** Beverage Dispensary License(BDL) AS  
04.09.200  
**License Number:** 727  
**Seasonality:** Year-round

#### From Transferor:

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**Doing Business As:** Lavelle's Bistro  
**Premises Address:** 575 1st Avenue, Fairbanks, AK, USA  
**City/Municipality:** Fairbanks (City of)  
**Borough:** Fairbanks North Star Borough

#### Licensee

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**Licensee Name:** Cafe De Paris Catering Company  
**Type:** Corporation  
**Licensee Mailing Address:** 575 1st Ave, Fairbanks, AK, 99701, USA

#### Entity Officer, Stockholder/Shareholder

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##### Entity President #1

**Type:** Person  
**Name:** Kathleen Lavelle  
**Title:** President  
**Percentage of Ownership:** 50%

##### Entity Secretary,

##### Stockholder/Shareholder, Treasurer #2

**Type:** Person  
**Name:** Franklin Eagle  
**Title:** Secretary, Stockholder/Shareholder,  
Treasurer  
**Percentage of Ownership:** 50%



<b>Resident Agent's Name:</b>	Franklin Eagle
<b>Agent's Phone Number:</b>	907-456-1669
<b>Agent's Email:</b>	robin@lavellesbistro.com
<b>Agent's Address:</b>	575 First Ave, Fairbanks, AK, 99701-4724, USA
<b>The registered agent is either an individual resident of the state or a domestic corporation authorized to transact business in the state and whose business office is the same as the registered office?</b>	Yes

## To Transferee:

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<b>Doing Business As:</b>	Lavelle's Bistro
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## Licensee

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<b>Licensee Name:</b>	Cafe De Paris Catering Company
<b>Type:</b>	Corporation
<b>Licensee Mailing Address:</b>	575 1st Ave, Fairbanks, AK, 99701, USA

## Entity Officer, Stockholder/Shareholder

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**Entity President,**

**Stockholder/Shareholder #1**

<b>Type:</b>	Person
<b>Name:</b>	Robin Zimmerman
<b>Title:</b>	President, Stockholder/Shareholder
<b>Percentage of Ownership:</b>	50%
<b>Phone number:</b>	907-456-1669
<b>Email:</b>	robin@lavellesbistro.com
<b>Mailing Address:</b>	575 First Ave, Fairbanks, AK, 99701, USA

**Entity Secretary,**

**Stockholder/Shareholder, Treasurer,**

**Vice President #2**

<b>Type:</b>	Person
<b>Name:</b>	Whitney Koonz
<b>Title:</b>	Secretary, Stockholder/Shareholder, Treasurer, Vice President



<b>Percentage of Ownership:</b>	50%
<b>Phone number:</b>	907-456-1669
<b>Email:</b>	whitney@lavellesbistro.com
<b>Mailing Address:</b>	575 First Ave, Fairbanks, AK, 99701, USA

<b>Resident Agent's Name:</b>	Franklin Eagle
<b>Agent's Phone Number:</b>	907-456-1669
<b>Agent's Email:</b>	robin@lavellesbistro.com
<b>Agent's Address:</b>	575 First Ave, Fairbanks, AK, 99701-4724, USA

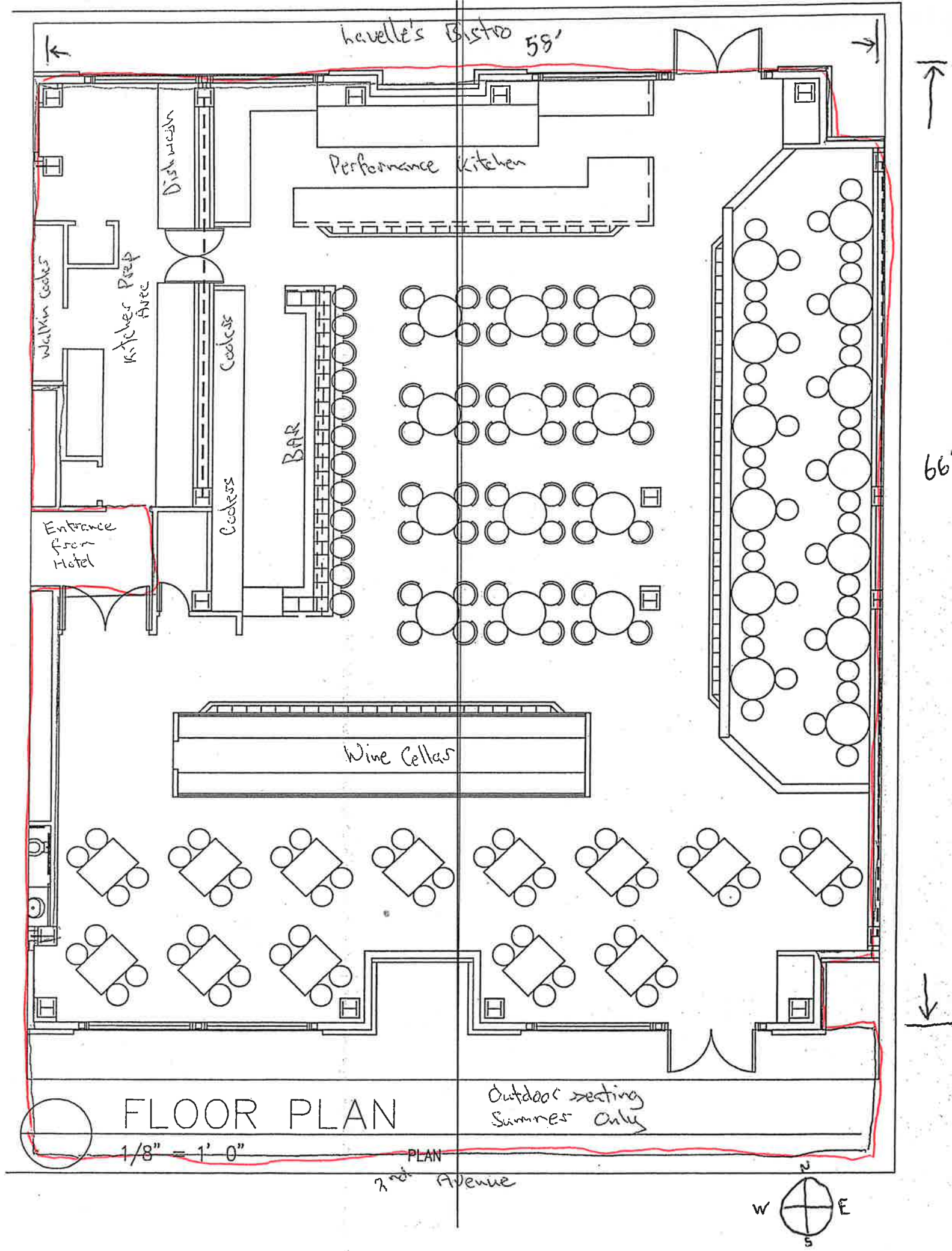
<b>The registered agent is either an individual resident of the state or a domestic corporation authorized to transact business in the state and whose business office is the same as the registered office?</b>	Yes
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Interested persons may object to the application by submitting a written statement of reasons for the objection to their local government, the applicant, and the Alcohol & Marijuana Control Office (AMCO). Written comments should be sent to AMCO at [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov) or to 550 W 7th Ave. Suite 1600, Anchorage, AK 99501.

**Posting Date:**

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575 1st Ave Parking

First Ave

Fairbanks Coffee  
Temporarily closed

SpringHill  
Suites Fairbanks  
4.4 ★ (907)  
3-star hotel

553

Lavelle's Bistro

Cushman St

2nd Ave

2nd Ave

2nd Ave

2nd Ave

2nd Ave

KeyBank

Greater Fairbanks  
Chamber Of Commerce

Two Street Gallery

Soapy Smith's Pioneer  
American

Mecca Bar

Arctic Travelers  
Gift shop  
555

Alaska's Far  
Northern Knives

The Crepery  
Crêperie

Fairbanks Counseling  
Associates

Soba  
Eastern European

517



Cafe de Paris Catering Company DBA Lavelle's Bistro  
Outdoor/Indoor Serving Security Plan

1. All minors must be accompanied by an adult (age over 21) while in the restricted area when any alcohol is being served/sold/consumed.
2. All new patrons are carded upon ordering alcohol.
3. All staff is trained in the identification of fake IDs.
4. A four-foot-tall metal fence with a single access gate is around the outdoor servicing area.
5. Underaged persons will be monitored closely by our professionally trained alcohol servers.
6. Proper egress from the outdoor service area will always remain unobstructed.
7. ABC mandated posters as required by law are posted inside Lavelle's Bistro and at the entrances of the outdoor seating area.
8. All entrances and exits will provide clear notice that NO ALCOHOL IS ALLOWED BEYOND THE OUTDOOR SEATING AREA.
9. Keeping outdoor seating area viable without any increased risk to minors exposed to alcohol WILL continue to be a part of our training for our staff.
10. All safety related operations for our current liquor service will additionally be enforced in the new service area.
11. Proper signage at points of entry indicating no minors without a parent or legal guardian will be posted.
12. All servers will closely monitor that only the guests that have been carded will have alcoholic beverages.
13. Our top priority continues in providing safety for all guests regarding the service of alcoholic beverages.
14. Servers will be present in the outdoor area to monitor consumption.






800 Cushman Street  
Fairbanks, AK 99701

Telephone (907) 459-6702  
Fax (907) 459-6710

## MEMORANDUM

TO: Mayor Pruhs and City Council Members

FROM: D. Danyielle Snider, City Clerk 

SUBJECT: Application for Marijuana Onsite Consumption Endorsement

DATE: May 7, 2025

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

Retail License #: **12325**  
Application Type: **Onsite Consumption Endorsement**  
D.B.A.: GOOD Cannabis  
Licensee/Applicant: Good, LLC  
Physical Location: 356 Old Steese Highway, Fairbanks, Alaska

Pursuant to 3 AAC 306.060, the Council may determine whether to protest the marijuana consumption endorsement application after holding a public hearing. A notice of the date, time, and place of the public hearing has been mailed to all property owners within 1,000 feet of the retail marijuana store and notice of the public hearing will be advertised in the Fairbanks Daily News Miner on Friday, May 9, 2025. Additionally, as required by FGC Sec. 14-214(b), I have sent written notice of the public hearing to the above-listed licensee.

This transfer application was considered by the Marijuana Control Board on April 16-17, 2025. The 60-day response deadline to AMCO for this onsite consumption endorsement application is May 23, 2025.

The Police Department has included a call report showing no calls to the location within the past year. **There are no department-recommended protests** to this onsite consumption endorsement application.



Link

Event ID

Call recv

AVL

Print

Report

Event Info

Notes

Times

R/E Log

Other

Log Entry

Ani/Ali

Patients

Employee

Names

Vehicles

Rpt #

Source

PU

EMS

Fire

Law

Resc

Othr

Loc

356 OLD STEESE HWY

FAIR

X-ST

Jur

Service

Agency

Stat/Beat

District

RA

Busi

GOOD CANNABIS

Ph# ( ) -

Call group

Nature

Alarm

Priority

QA

Caller

Address

PQA Hist

Alarm

Veh #

Rpt only

Veh

RMS status

Send To RMS

Send Export

Include delayed events

Include cancelled events

View Text

Re-Open

ONESolution CAD

No match found.

Ok





Alaska Marijuana Control Board

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

Alcohol and Marijuana Control Office

550 W 7<sup>th</sup> Avenue, Suite 1600

Anchorage, AK 99501

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

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

Phone: 907.269.0350

Why is this form needed?

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

What must be covered in this operating plan supplemental?

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

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

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

**Section 1 – Establishment & Contact Information**

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

Licensee:	Good LLC	MJ License #:	12325		
License Type:	Retail Marijuana Store				
Doing Business As:	GOOD Cannabis				
Premises Address:	356 Old Steese Hwy				
City:	Fairbanks	State:	Alaska	ZIP:	99701

Mailing Address:	356 Old Steese Hwy				
City:	Fairbanks	State:	Alaska	ZIP:	99701

Designated Licensee:	Christian Hood				
Main Phone:	907-322-4962	Cell Phone:			
Email:	info@goodalaska.com				

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

Consumption by inhalation (smoking or vaping)- ☐

Consumption by other method(s)- ☒





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

## Section 1 – Freestanding

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

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

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

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

Initials

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

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

## Section 2 – Security

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

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

Pursuant to 3 MC 306.705 and standard industry best practices, GOOD will operate from a preexisting licensed facility that meets regulatory requirements for security alarm systems and lock standards. If triggered, an automatic electronic alert will be sent to the security monitoring center as well as to the licensee's and/or general managers cell phones. The facility incorporates a 24-hour monitored video surveillance system and camera recording system that meets the requirements under 3 AAC 306.720, including coverage of the consumption area. During operating hours, staff members will continuously monitor all entry points to the retail store and the consumption area through direct physical monitoring, as this proposed endorsement is for edible consumption only, and by using security cameras. GOOD conducts a third-party security audit annually for the re-evaluation and analysis of all installed physical security. Only after a person has shown their valid identification to staff upon entrance to the premises will they be allowed enter the retail area and access the consumption area.

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

GOOD will train all staff on security, anti-diversion and anti-inversion provisions that encompass training on the potential methods of diversion, inversion and methods of detection. In addition, staff will be trained on GOOD's standard operating procedures for handling marijuana product, including proper labeling and entry into the database of marijuana product intended for consumption. All marijuana and marijuana product within GOOD facilities will be securely stored in a restricted access area on the licensed premises. Customers will not be able to access any marijuana or marijuana product unless purchased through a GOOD budtender. GOOD will utilize stickers and color-coded packaging for employees to distinguish between marijuana product for onsite consumption and non-marijuana product and/or marijuana product purchased in the retail store. Customers wishing to consume marijuana products (edibles only) onsite will purchase marijuana product from the retail point of sale, indicating which product(s) (up to 25mg THC per person, per day) are being purchased for the onsite consumption area, the budtender will then sticker or package the onsite edible(s) indicating that they are for onsite consumption and store the customer's remaining purchase in the "secured order hold" located in a designated secured access point. Upon leaving, customers can pick up their retail purchases from the designated area upon showing proper identification to the employee. All marijuana and marijuana products will be transferred and tracked in METRC. This will ensure that there will be no inversion or diversion of marijuana or marijuana product from or into the consumption area. All marijuana or marijuana products left by customers in the consumption area shall be quickly cleared by GOOD staff members Any marijuana product left by customers in the consumption area will be disposed of pursuant to 3 AAC 306.740.





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

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

It is GOOD's policy and state law that no persons under the age of 21 are allowed to gain access to any portion of the licensed premises, including the consumption area. GOOD has implemented a Check-In Protocol to ensure that any persons entering the premises are required to present a valid government-issued identification card to confirm their identity, age, and the card's authenticity. GOOD requires staff to check for government-issued identification when a person enters the store's main entrance. Any person who does not meet the minimum age requirement of 21 years will not be granted access to the licensed premises. A valid form of identification includes (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license, instruction permit, or identification card from any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. At no time will a person under the age of twenty-one (21) be permitted to remain on the premises. If a GOOD staff member suspects that a person is a minor, the staff member will refuse access and have the individual escorted off the premises. A designated staff member will request a government-issued photo ID from all customers and will thoroughly examine the ID before allowing entrance into the consumption area.

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

GOOD's proposed onsite consumption area is for edible consumption only. There will be no consumption by inhalation allowed on the premises.

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

Initials

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



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

Yes

No

### 2.6 Will the consumption area be outdoors?

☐☒

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

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





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

### Section 3 – Ventilation

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

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

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

Initials

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

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


### Section 4 – Overconsumption

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

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

Pursuant to 3 AAC 306.320, GOOD will ensure that all employees obtain a marijuana handler permit from a licensed marijuana handler class before being present or employed at GOOD's licensed premises. Employees will be further trained on how to prevent and detect overconsumption, current Alaska state laws and regulations, daily serving limits for marijuana products sold, and how to report overconsumption in accordance with 3 AAC 306.370. Serving size limits will be strictly adhered to, with staff controlling product dispensation. Educational information about the responsible use and potential effects of marijuana and designated time limits will be posted and easily accessible to consumers.

A budtender will use their best efforts and the information available to help, if possible, the customer understand their tolerance levels so that the customer does not over consume. GOOD will not sell more than 25mg THC of edible products to any one person per day. If a GOOD staff member suspects that a customer has over consumed, the staff member will assist the customer in arranging a ride (such as Taxi/Lyft/Uber, etc.) to ensure that the customer safely gets into the vehicle.

### Section 5 – Repackaging or Disposal

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

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

Pursuant to 3 AAC 306.740, GOOD developed written standard operating procedures to promote good handling practices, including all aspects of waste products and their control methods. Marijuana product waste that is unconsumed and left behind in the onsite consumption area will be collected immediately by a budtender and returned to the secure storage location to be immediately rendered unusable by mixing it with 50% wood chips, triple-bagged, and picked up by a solid waste disposal company. The secure area used for the storage and mixing of marijuana waste will be securely locked and protected from unauthorized entry, except during the time required, to move or render marijuana unusable or prepare mixed waste for transport to the specified disposal facility. Liquid waste will be mixed with bleach and disposed of in the city sewer system. Customers who choose to remove partially-consumed marijuana products that have been purchased for onsite consumption will have all products re-packaged in accordance with 3 AAC 306.345. All packaging will be opaque, child resistant, and will be properly labeled (in accordance with 3 AAC 565 and 3 AAC 306.570) before leaving the licensed premises.





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

### Section 6 – Prevention of Introduction

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

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

In accordance with 3 AAC 306.370, GOOD will prevent the introduction of marijuana from sources other than the GOOD onsite consumption menu into the onsite consumption area. Signs will be prominently displayed at the entrance to the marijuana retail store and in the onsite consumption area that state, "Only cannabis products purchased from GOOD are allowed at this location." Employees will be trained how to diligently monitor customers in the consumption area to ensure that only products purchased through the point of sale, and have the apparent onsite consumption area stickers and/or packaging are consumed there. Employees will be trained to outline State of Alaska policies on consuming marijuana products from sources other than GOOD Cannabis on the licensed premises. In the event that a customer attempts to consume marijuana product from a source other than edibles purchased through GOOD Cannabis' point of sale, an employee will ask the customer to leave the premises and store any marijuana product that they have on them in their vehicle or dispose of it prior to allowing them to remain on the premises.

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

GOOD will utilize color contrasting packaging and/or identifying stickers that will allow a staff member to easily decipher marijuana and marijuana products that were purchased for the onsite consumption area vs. marijuana or marijuana products purchased previously or from another licensed facility. GOOD will also implement a customer convenience "secured order hold" system where a customer can purchase products from the retail point of sale system and an employee will fulfill their retail marijuana order and hold products ordered by the customer in a designated secured access point. Upon leaving, customers can pick up their retail purchases from the designated area upon showing proper identification to the employee. GOOD's operating procedures for onsite consumption will help ensure that only products purchased for onsite consumption are consumed in the onsite consumption area and to differentiate from marijuana or marijuana products previously purchased from the retail store in accordance with 3 AAC 306.370. Employees receive rigorous training to distinguish between products intended for off-site use and those for onsite consumption.

### Section 7 – Dosage and Safety Information

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

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

Initials

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

GA





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

### Section 8 – Employee monitoring

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

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

Yes

No

8.1 Will consumption by smoking or vaping be allowed?

☐☒

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

### Section 9 – Declaration

Read the line below, and then sign your initials in the box to the right of the statement:

Initials

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.



Greg Allison

Printed name of licensee

Signature of licensee





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

(Additional Space as Needed):





## Alaska Marijuana Control Board

**Form MJ-02: Premises Diagram****Why is this form needed?**

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). **All areas designated as the licensed premises of a single license must be contiguous. All diagrams must have the licensed premises area labeled, and outlined or shaded as appropriate.**

**What must be submitted with this form?**

Applicants must attach multiple diagrams to this form, including (as applicable):

- **Diagram 1:**  
A diagram showing only the licensed premises areas that will be ready to be **operational at the time of your preliminary inspection** and license issuance;
- **Diagram 2:**  
If different than Diagram 1, a diagram outlining **all areas for which the licensee has legal right of possession** (a valid lease or deed), and clearly showing those areas' relationship to the current proposed licensed premises (*details of any planned expansion areas do not need to be included; a complete copy of Form MJ-14: Licensed Premises Diagram Change or Form MJ-31: Walk-Up or Drive-Through Exterior Window Pick-Up Diagram and Operating Plan must be submitted and approved before any planned expansion area may be added to the licensed premises*);
- **Diagram 3:**  
A **site plan or as-built of the entire lot**, showing all structures on the property and clearly indicating which area(s) will be part of the licensed premises;
- **Diagram 4:**  
An **aerial photo of the entire lot and surrounding lots**, showing a view of the entire property and surrounding properties, and clearly indicating which area(s) will be part of the licensed premises (*this can be obtained from sources like Google Earth*); and
- **Diagram 5:**  
A diagram of the **entire building in which the licensed premises is located**, clearly distinguishing the licensed premises from unlicensed areas and/or premises of other licenses within the building. If your proposed licensed premises is located within a building or building complex that contains multiple business and/or tenants, please provide the addresses and/or suite numbers of the other businesses and/or tenants (*a separate diagram is not required for an establishment that is designating the entire building as a single licensed premises*).

**This form, and all necessary diagrams that meet the requirements on Page 2 of this form, must be completed and submitted to AMCO's Anchorage office before any new or transfer 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:	Good LLC	MJ License #:	12325
License Type:	Retail Marijuana Store		
Doing Business As:	GOOD Cannabis		
Premises Address:	356 Old Steese Hwy		
City:	Fairbanks	State:	Alaska
		ZIP:	99701





## Form MJ-02: Premises Diagram

### Section 2 – Required Information

For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices. However, AMCO will require full coverage of the walk-up or drive-through exterior window area as required by 3 AAC 306.380(b) and (g) for marijuana retail establishments. Items marked with a double asterisks (\*\*) are only required for those retail marijuana establishments that are also applying for an onsite consumption endorsement.

The following details must be included in all diagrams:

- ☐ License number and DBA
- ☐ Legend or key
- ☐ Color coding
- ☐ Licensed Premises Area Labeled and Shaded, or Outlined as appropriate
- ☐ Dimensions
- ☐ Labels
- ☐ True north arrow

The following additional details must be included in Diagram 1:

- ☐ Surveillance room
- ☐ Restricted access areas
- ☐ Storage areas
- ☐ Entrances, exits, and windows, including walk-up or drive-through exterior window for marijuana retail establishments
- ☐ Walls, partitions, and counters
- ☐ Any other areas that must be labeled for specific license or endorsement types
- ☐ \*\* Serving area(s)
- ☐ \*\*Employee monitoring area(s)
- ☐ \*\*Ventilation exhaust points, if applicable

The following additional details must be included in Diagram 2:

- ☐ Areas of ingress and egress
- ☐ Entrances and exits
- ☐ Walls and partitions

The following additional details must be included in Diagrams 3 and 4:

- ☐ Areas of ingress and egress
- ☐ Cross streets and points of reference

The following additional details must be included in Diagram 5:

- ☐ Areas of ingress and egress
- ☐ Entrances and exits
- ☐ Walls and partitions
- ☐ Cross streets and points of reference

Initial:

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

**Greg Allison**

Printed name of licensee

*Greg Allison*

Signature of licensee





**Section 3 – Cultivation Applicants ONLY**

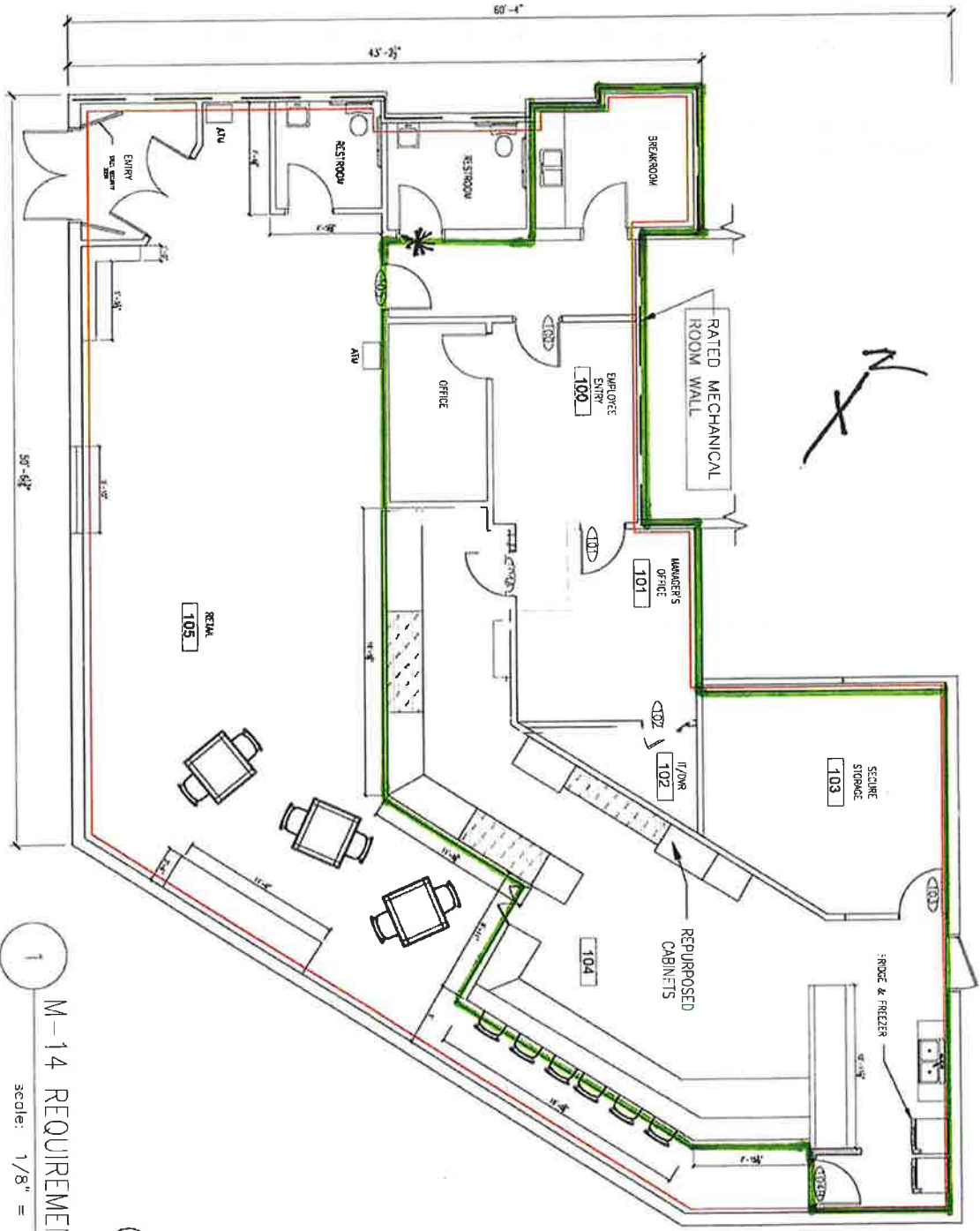
Review the requirements under 3 AAC 306.420 and 3 AAC 306.430.

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

N/A



# Good Cannabis Diagrams 1,2+5



1 M-14 REQUIREMENTS  
scale: 1/8" = 1'-0"



<p>GOOD Cannabis 256 212 5770 11/24/2024 1/8" = 1'-0"</p>		<p>GOOD Cannabis 256 212 5770 11/24/2024 1/8" = 1'-0"</p>
<p>GOOD Cannabis 256 212 5770 11/24/2024 1/8" = 1'-0"</p>	<p>GOOD Cannabis 256 212 5770 11/24/2024 1/8" = 1'-0"</p>	<p>GOOD Cannabis 256 212 5770 11/24/2024 1/8" = 1'-0"</p>

□ - Restricted Access Area  
□ - Licensed premises  
 \* - Sign stating "NO marijuana past this point"



Title	MJ-02 12325 Onsite Consumption V.1Rb V.2 BB.pdf
File name	MJ-02%2012325%20O...Rb%20V.2%20BB.pdf
Document ID	44dbb37fd889d3ba460f94194ad0ad6c3c75c213
Audit trail date format	MM / DD / YYYY
Status	● Signed

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## Document History



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Sent for signature to Greg Allison (greg@goodalaska.com)  
from brenda@jdwccounsel.com  
IP: 24.237.42.39



VIEWED

03 / 07 / 2025

01:18:15 UTC

Viewed by Greg Allison (greg@goodalaska.com)  
IP: 174.204.72.113



SIGNED

03 / 07 / 2025

01:18:42 UTC

Signed by Greg Allison (greg@goodalaska.com)  
IP: 174.204.72.113



COMPLETED

03 / 07 / 2025

01:18:42 UTC

The document has been completed.



Introduced by: Mayor David Pruhs  
Councilmember Sprinkle  
Councilmember Ringstad  
Councilmember Therrien  
Introduced: June 24, 2024

**ORDINANCE NO. 6285, AS AMENDED**

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE SECTION  
74-36 ECONOMIC DEVELOPMENT PROPERTY TAX  
~~REBATE~~EXEMPTION OR DEFERRAL AND ENACTING SECTION 74-37  
TAX INCENTIVE FOR PROPERTY DEVELOPMENT, REDEVELOPMENT,  
OR RENOVATION**

**WHEREAS**, the City of Fairbanks has economic development authorities; and

**WHEREAS**, residential and commercial development drives local economic revitalization; and

**WHEREAS**, state law authorizes a tax rebate~~exemption or deferral~~ for certain economic development property; and

**WHEREAS**, temporary relief from property taxes can be an effective incentive for new construction; and

**WHEREAS**, the Fairbanks area has experienced a housing shortage, impacting the ability of residents to find affordable, efficient housing in the community; and

**WHEREAS**, vacant, abandoned, and/or undeveloped lots are of little economic value, often negatively affect proximate property values, and can be a source of blight; and

**WHEREAS**, new, quality residential and commercial construction significantly contributes to the economy, often positively affects proximate property values, and usually improves local aesthetics; and

**WHEREAS**, it is the desire of the Fairbanks City Council to encourage residential and commercial development; and

**WHEREAS**, the Fairbanks City Council has the authority to reimburse citizens ~~for~~ freeze the City property taxes to encourage development.

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

**SECTION 1.** FGC Sec. 74-36, Economic development property tax rebate~~exemption or deferral~~, is hereby amended as follows [new text in bold/underline font; deleted text in strikethrough font]:



**Sec. 74-36. - Economic development property tax ~~rebate~~exemption or deferral.**

- (a) The council may grant a partial or total ~~rebate~~exemption and/or deferral for economic development property only if the granting of such ~~rebate~~exemption and/or deferral will provide economic benefit to the city, and
- (1) The ~~rebate~~exemption and/or deferral will provide measurable public benefits commensurate with the level of incentive granted;
  - (2) The property owner is in compliance with all state and local tax obligations;
  - (3) The location of the trade, industry, or business is compatible with **zoning requirements** ~~land use and development plans of the borough;~~ and
  - (4) The ~~rebate~~exemption and/or deferral is necessary to allow adequate time for improvements to be completed and revenue to be generated by the property.
- (b) Economic development property means real property that:
- (1) Has not previously been taxed as real or personal property by the city; however, improvements on properties may be partially or wholly tax exempted or deferred under this section.
  - (2) Is used in trade or city business in a way that:
    - a. creates employment in the city directly related to the use of the property that does not supplant jobs in another similar industry; or
    - b. generates sales outside of the city of goods or services produced in the city; or
    - c. materially reduces the importation of goods or services from outside the city.
  - (3) **Enables a significant capital investment in physical infrastructure that:**
    - a. expands the tax base of the City; and**
    - b. will generate property tax after the ~~rebate~~exemption/deferment expires.**
  - (34) Has not been used in the same trade or business in another city for at least six months before the application for ~~a rebate~~deferral or exemption is filed; this limitation does not apply if the property was used in the same trade or business in an area that has been annexed to the city within six months before the application for ~~a rebate~~deferral or exemption is filed; this subsection does not apply to inventories.



- (c) An ordinance by the Fairbanks City Council must precede any action to authorize a tax ~~rebate exemption or deferral~~ under this section.

**SECTION 2.** FGC Chapter 74, Article II, Property Tax, is amended to add new Section 74-37, Tax incentive for property development, redevelopment, or renovation, as follows:

**Sec. 74-37. - Tax incentive for property development, redevelopment, or renovation.**

- (a) As permitted by state law, a property tax ~~rebate exemption~~ may be approved for the development, redevelopment, or renovation of a property within city limits that results in an increased property tax assessment. The ~~property owner assessed value attributable to the new development, redevelopment, or renovation of a property~~ may be granted a reimbursement of taxes **for the assessed value attributable to the new development, redevelopment, or renovation of a property** for a maximum of five years based on the total construction costs confirmed on the permit(s) from the Building Department as follows:

- (1) Construction costs totaling \$1,000,000 or more may receive a **rebate for five years**~~five-year exemption~~.
  - (2) Construction costs totaling between \$50,000 to \$999,999 may receive a **rebate for two years**~~two-year exemption~~.
  - (3) Construction costs totaling less than \$50,000 are not eligible for a tax ~~rebate exemption~~ under this program.
- (b) The property owner must apply for the tax reimbursement through the Building Department during the permitting process. Property owners with projects requiring multiple permits will add construction costs from each permit to determine total construction costs.
- (c) The Mayor or mayor's designee may approve or deny the application. Following the final inspection, the property owner and Building Department will confirm the total construction costs for the application. The Building Official will recommend approval or denial of the application based on total construction costs and resulting property improvements to the Mayor or mayor's designee. Approval of the application cannot occur prior to the final inspection from the Building Department. Property owners may appeal any decision made by the Mayor or mayor's designee to the City Council.

**(d) The rebate is not transferrable with the sale of the property.**



**SECTION 3.** The effective date of this ordinance is five days after adoption.

**SECTION 4. The rebate program will sunset on December 31, 2025 unless extended by City Council resolution.**

\_\_\_\_\_  
**David Pruhs, Mayor**

AYES:

NAYS:

ABSENT:

ADOPTED:

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Thomas A. Chard II, City Attorney



CITY OF FAIRBANKS FISCAL NOTE	
<b>I. REQUEST:</b>	
Ordinance or Resolution No: 6285	
Abbreviated Title: ECONOMIC DEVELOPMENT PROPERTY TAX REBATE	
Department(s):	
Does the adoption of this ordinance or resolution authorize:	
1) additional costs beyond the current adopted budget?	Yes _____ No <u>  x  </u>
2) additional support or maintenance costs?	Yes _____ No <u>  x  </u>
If yes, what is the estimate? see below	
3) additional positions beyond the current adopted budget?	Yes _____ No <u>  x  </u>
If yes, how many positions? _____	
If yes, type of positions? _____ (F - Full Time, P - Part Time, T - Temporary)	
<b>II. FINANCIAL DETAIL:</b>	
<b>PROJECTS:</b>	<b>TOTAL</b>
<b>TOTAL</b>	<b>\$ -</b>
<b>FUNDING SOURCE:</b>	
<b>GENERAL FUND [TAX REBATE]</b>	<b>TOTAL</b>
<b>TOTAL</b>	<b>\$ -</b>
Based on the current mill levy of 5.914, the rebate for a project with an assessed property valuation of \$50,000 is \$295.70 for a two-year total of \$591.40 and \$1,000,000 is \$5,914.00 for a five-year total of \$29,570.00.	
Reviewed by Finance Department: Initial _____ Date 8/20/2024	



**ORDINANCE NO. 6313**

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE SECTION 50-288(b)(1) TO INCLUDE PAID PARENTAL LEAVE ELIGIBILITY FOR EMPLOYEES WHO HAVE GIVEN BIRTH**

**WHEREAS**, Ordinance No. 6181, adopted on October 11, 2021, amended Fairbanks General Code Chapter 50, Article VIII Leave; Health Benefits; Retirement to add Section 50-288 Paid Family Leave and Sec. 50-289 Paid Funeral Leave; and

**WHEREAS**, Medical Maternity Leave (MML) has strict disability requirements and can only be used for employees who have complicated pregnancies and deliveries; and

**WHEREAS**, the current eligibility requirements for Paid Parental Leave (PPL) does not include employees who have given birth; and

**WHEREAS**, the combination of these eligibility requirements inadvertently excludes employees who have uncomplicated pregnancies and deliveries from both family leave programs, while granting PPL to employees whose significant others have had uncomplicated pregnancies and deliveries; and

**WHEREAS**, Section 50-288 prevents employees from receiving MML and PPL “consecutively or concurrently,” implying that employees who have given birth were intended to be eligible for either MML or PPL; and

**WHEREAS**, Section 50-288 specifies that the PPL must be taken within six months of the birth; and

**WHEREAS**, past practice has been to award PPL for employees who have given birth within the past six months, but who do not qualify for MML; and

**WHEREAS**, the City Council wishes to clarify the eligibility requirements for PPL to include employees who have given birth.

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

**SECTION 1.** That Fairbanks General Code Sec. 50-288(b) Paid Parental Leave is hereby amended as follows [new text in **bold/underline** font; deleted text in ~~strikethrough~~ font]:



(b) Paid parental leave.

(1) Eligibility requirements:

**a. Be an employee who has given birth; or**

~~a.~~ **b.** Be a spouse or committed partner of a female who has given birth to a child; or

~~b.~~ **c.** Be an employee who has adopted a child aged five or younger; and

~~c.~~ **d.** Be an employee who has worked as a permanent regular full or part-time employee for at least one year immediately preceding the date of the requested leave. Temporary employees and interns are not eligible for this benefit.

**SECTION 2.** The effective date of this ordinance shall be six days after adoption.

---

**David Pruhs, Mayor**

AYES:

NAYS:

ABSENT:

ADOPTED:

ATTEST:

APPROVED AS TO FORM:

---

D. Danyielle Snider, MMC, City Clerk

---

Thomas Chard, City Attorney



## **RESOLUTION NO. 5172**

### **A RESOLUTION ESTABLISHING A STOREFRONT IMPROVEMENT PROGRAM**

**WHEREAS**, with Resolution No. 4841, the City of Fairbanks formally adopted long-term goals, including a goal to “strive for a safe and clean community”; and

**WHEREAS**, the City of Fairbanks participated in the development of the Fairbanks North Star Borough’s downtown plan, *Downtown 2040*; and

**WHEREAS**, Resolution 5119 urged the conditional adoption of *Downtown 2040*, which specifically calls for a “Façade and Exterior Improvement Program” to “offer financial incentives” for aesthetic improvements to downtown properties; and

**WHEREAS**, *Downtown 2040* also prioritizes the use of Crime Prevention Through Environmental Design (CPTED) principles to include appealing improvements to facilities; and

**WHEREAS**, several communities throughout the country, including Alaskan communities, have municipal sponsored grant programs to improve the aesthetics of storefronts in specific areas to aid in economic development and crime prevention; and

**WHEREAS**, multiple communities have shared their lessons learned and best practices from their programs with the City of Fairbanks; and

**WHEREAS**, these communities have recommended requiring a 50% match and grant amounts up to \$50,000 with the expectation that most projects will be well below the maximum amount; and

**WHEREAS**, the City of Soldotna, AK awarded \$132,036 in grants through their Storefront Improvement Program resulting in a total private investment of \$584,500 worth of improvements in Soldotna storefronts; and

**WHEREAS**, the City Council desires greater collaboration, cooperation, and partnerships with other organizations; and

**WHEREAS**, the Fairbanks North Star Borough, Explore Fairbanks, the Downtown Association of Fairbanks, the Fairbanks Area Surface Transportation Planning, the Greater Fairbanks Chamber of Commerce, and the Fairbanks Economic Development Corporation have all expressed interest in partnering on a storefront improvement program; and



**WHEREAS**, the City of Fairbanks will use room rental tax funds to promote economic development and to increase public safety, which are known results of storefront improvement programs; and

**WHEREAS**, the City of Fairbanks seeks to fund the first round of a Storefront Improvement Program that targets downtown properties between 1st to 5th Avenue and Turner Street to Noble Street.

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

**Section 1.** The Mayor or his designee is authorized to establish a Storefront Improvement Program.

**Section 2.** The effective date of this resolution is six days after approval.

---

**David Pruhs, Mayor**

AYES:

NAYS:

ABSENT:

APPROVED:

ATTEST:

APPROVED AS TO FORM:

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D. Danyielle Snider, MMC, City Clerk

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Thomas A. Chard II, City Attorney



# CITY OF FAIRBANKS

## FISCAL NOTE

### I. REQUEST:

Ordinance or Resolution No: 5172

Abbreviated Title: RESOLUTION ESTABLISHING STOREFRONT IMPROVEMENT PROGRAM

Department(s): MAYOR

Does the adoption of this ordinance or resolution authorize:

- 1) additional costs beyond the current adopted budget? Yes \_\_\_\_\_ No x
- 2) additional support or maintenance costs? Yes \_\_\_\_\_ No x  
     If yes, what is the estimate? see below
- 3) additional positions beyond the current adopted budget? Yes \_\_\_\_\_ No x  
     If yes, how many positions? \_\_\_\_\_  
     If yes, type of positions? \_\_\_\_\_ (F - Full Time, P - Part Time, T - Temporary)

### II. FINANCIAL DETAIL:

PROJECTS:	TOTAL
STOREFRONT IMPROVEMENT PROGRAM	\$ 250,000
<b>TOTAL</b>	<b>\$ 250,000</b>

FUNDING SOURCE:	TOTAL
GENERAL FUND [GENERAL ACCOUNT]	\$ 250,000
<b>TOTAL</b>	<b>\$ 250,000</b>

The Fairbanks General Code (FGC) permits retaining seven percent to cover security and safety costs for special events, promote tourism and economic development, and fund public services. This program will be funded with room rental project funds in the amount of \$250,000; the current budget is \$350,000.

Prepared by Finance Department: Initial mb Date 5/5/2025





# Storefront Improvement Program

## Introduction

The City of Fairbanks is pleased to announce the Storefront Improvement Program aimed at revitalizing and enhancing the downtown area between 1st to 5th Avenue and Turner Street to Noble Street. This program is designed to support business owners in improving the exterior appearance of their buildings, thereby contributing to the overall aesthetic appeal and economic vibrancy of the downtown area.

## Program Objectives

- Enhance the visual appeal of downtown Fairbanks
- Encourage private investment in the beautification of commercial properties
- Preserve and celebrate the historic character of the area
- Increase foot traffic and support local businesses
- Foster a sense of community and pride among residents and business owners

## Program Area

The program area is between 1st to 5th Avenue and Turner Street to Noble Street.



Figure 1: Project Area



## **Eligibility Criteria**

- Buildings proposed for façade improvements must have commercial activity as their primary purpose such as retail and specialty stores, services, restaurants, bars, cultural venues, professional offices, manufacturing business/industrial use.
- Buildings used by non-profit organizations for non-commercial public use may be eligible if the project is determined to add to the economic revitalization of downtown.
- Vacant buildings may be eligible, but applicants must have a clear plan to reactivate the site.
- Applicants must be property owners or tenants with written consent from property owners.
- Properties must be located within the designated program area.
- Eligible projects include exterior improvements such as painting, signage, lighting, awnings, windows, and door replacements.
- Projects must comply with local building / landscaping codes and any applicable historic preservation guidelines.
- Applicants must be current on property taxes, appropriate business licenses, and sales tax if applicable.

## **Ineligible Projects**

- Predominately interior renovations unless the storefront is inside a larger building.
- Roof replacements, unless creating rooftop dining or similar activities.
- Art featuring explicit or vulgar content.
- Government offices and agencies (non-governmental tenants are eligible)

## **Application Process**

- Complete the Storefront Improvement Program Application Form available at: <https://www.fairbanksalaska.us/>
- Submit a project proposal including concept plans, color schemes, and materials.
- Provide a budget breakdown and timeline for project completion.
- Applications will be reviewed by the Storefront Improvement Program Committee.
- Approved projects will receive grant funding on a reimbursement basis upon project completion and inspection.
- Applicants must obtain all required permits prior to beginning work.



## **Evaluation Criteria**

- Amount of improvement to the area.
- Anticipated positive economic impact.
- The type and level of attraction the site will draw from locals and guests.
- Project's amount of aesthetic transformation.
- Prominence of the location.
- The long-term durability and sustainability of the project.
- Any contribution to public safety derived from the project.
- Alignment with Downtown 2040 plan.
- Collaboration with other downtown activities.
- Year around vitality of enhancement

## **Funding and Reimbursement**

- The grant program will reimburse up to \$50,000 per project.
- Requests must have a minimum of a dollar-for-dollar match.
- Reimbursement will be provided upon submission of paid invoices and successful completion of a final inspection by City officials.
- Projects must be completed within 12 months of signing the grant agreement. A single six-month extension may be awarded on a case-by-case basis.
- Applicants may only have one project at a time.

## **Design Guidelines**

- Projects should enhance the appeal and historic character of the building.
- Use of high-quality, durable materials is encouraged.
- Signage should be attractive, appropriately scaled, and comply with local ordinances.
- Lighting should be energy-efficient and enhance the building's façade without causing glare or light pollution.

## **Reporting and Accountability**

- Grantees must submit a final report including before and after photographs of the project.
- Receipts and proof of payment for all grant funded expenses must be provided.
- The City reserves the right to inspect the project at any time during and after completion.



**General Contractor Requirement:**

- A licensed general contractor must be utilized for all projects costing over \$5,000.

**Partnering Organizations**

- Downtown Association of Fairbanks
- Explore Fairbanks
- Fairbanks Area Surface Transportation Planning
- Fairbanks Economic Development Corporation
- Fairbanks North Star Borough
- Greater Fairbanks Chamber of Commerce

**Contact Information**

For more information or assistance with the application process, please contact:

Mike Sanders

Chief of Staff, City of Fairbanks

800 Cushman Street, Fairbanks, AK 99701

Phone: (907) 459-6760

Email: [msanders@fairbanks.us](mailto:msanders@fairbanks.us)





## Storefront Improvement Program FAQ

### **The City of Fairbanks is offering funds to private businesses, what's the catch?**

There isn't a catch. Communities all over the country, including Alaskan communities, have had identical programs for decades. These programs are shown to spur economic development, reduce crime, and generally make the community a better place to live.

### **How does the Explore Fairbanks Downtown Enhancement Fund fit into this?**

The Explore Fairbanks Downtown Enhancement Fund is designed to complement the City of Fairbanks' Storefront Improvement Program by:

- Supporting smaller-scale or lower-cost projects that may not meet the City's match requirements.
- Providing supplemental funding to projects with exceptional alignment with tourism and visitor industry goals.
- Enhancing the visitor experience and aesthetic appeal of downtown Fairbanks, reinforcing its identity as a welcoming destination.

### **Are the Storefront Improvement Program and the Downtown Enhancement Fund separate grants?**

Technically yes, but you can apply for both at the same time by selecting a box on the application.

### **Is this "just for tourism"?**

While tourism is very important to the local economy and the Downtown Enhancement Fund encourages projects that enhance the visitors' experience, the overall goal is much bigger. Both of these grant programs are also designed to remind local community members that downtown has great shops, restaurants, bars, and activities.

### **Why is this program limited to downtown?**

The best practice with these programs is to target specific areas. The program may expand or jump to other areas in the future.

### **My storefront is predominantly inside another building, may I still apply?**

Yes. If your property has a storefront inside another building you may be eligible. For example, if the public facing property you are wanting to renovate is in the Co Op Plaza Downtown, your project may be eligible.



### **How can improving the aesthetics of an area spur economic development and reduce crime?**

Economic development from this program is spurred in two primary ways. Initially, the private/public partnership will directly impact to the local economy through the increased construction activities. Then the freshly renovated storefronts will create a more welcoming environment for residents and guests to shop, dine, and visit downtown.

Crime Prevention Through Environmental Design (CPTED) shapes behaviors and the public tolerances for inappropriate behaviors for an area by showing that a “location is cared for and is inhospitable to crime.” (Downtown 2040, p.53) Increased foot traffic from law abiding citizens, will help detect and deter people who are considering criminal activities.

### **Why is there a match requirement for this grant?**

Through decades of similar programs, it has been determined that the match requirement has yielded better overall projects with increased owner buy-in.

### **May I use an “in-kind” match?**

Donated labor from a licensed contractor or donated materials may count toward the match requirement. This will be evaluated on a case-by-case basis.

### **I have a big project but can't front the entire costs at once. Is it possible to get reimbursed in phases?**

Yes. When you apply, break your project into distinct phases. The 50% match will be applied per phase up to the total match max of \$50,000.

### **What is the timeline for the pilot of this program?**

- May 12, 2025 – Resolution 5172 establishes Storefront Improvement Program
- May 13, 2025 – Application process goes live
- June 13, 2025 – First round of applications are due
- June 20, 2025 – First round of award letters released
- July 18, 2025 – Second round of applications are due, if funds are still available
- July 25, 2025 – Second round of award letters released, if funds are available

### **How long will I have to complete the project?**

Projects must be completed within 12 months of signing the grant agreement. A single six-month extension may be awarded on a case-by-case basis.



**I heard other organizations are championing this program. Who are the partnering organizations?**

- Downtown Association of Fairbanks
- Explore Fairbanks
- Fairbanks Area Surface Transportation Planning
- Fairbanks Economic Development Corporation
- Fairbanks North Star Borough
- Greater Fairbanks Chamber of Commerce

**If I am using this program, will I still need building permits?**

Yes. You will need to comply with all permitting and inspection requirements.

**Contact Information**

For more information or assistance with the application process, please contact:

Mike Sanders

Chief of Staff, City of Fairbanks

800 Cushman Street, Fairbanks, AK 99701

Phone: (907) 459-6760

Email: [msanders@fairbanks.us](mailto:msanders@fairbanks.us)





## Storefront Improvement Program Application

### Applicant Information

**Applicant Name:**

**Property Owner:**

**Address:**

**Address:**

**Phone Number:**

**Phone Number:**

**Email:**

**Email:**

### Property Information

**Business Name:**

**Property Address:**

**Fairbanks, AK 99701**

**Primary Use of Building:** [Retail, Restaurant, Office, etc.]

**Is the building currently vacant?**      Yes      No

**Planned Use if Vacant:**

### Project Proposal

**Start Date:**

**Completion Date:**

**Total Project Cost:** [Enter Total Cost]

**Grant Amount Requested:** [Enter Amount Requested]

**Budget Breakdown:** [Provide a general budget for labor and materials, if requesting reimbursement by phase of project clearly define budget by phase]





## Storefront Improvement Program Application

**Project Description:** [Describe the current condition of the property and proposed improvements, including design concepts, color schemes, and material specifications]

### Required Attachments

Before photos that show area to be improved

An illustration of the work you would like to do. Any of the following are acceptable:

- A hand drawn sketch of the front of your building (does not have to be to scale)
- A photo with notes attached
- Architectural rendering(s)

A bid from a licensed contractor for projects totaling over \$5,000

### Optional Attachments

Additional attachments to help describe the projects





## Storefront Improvement Program Application

### Applicant Certification

I certify that:

1. information provided in this application is true and accurate to the best of my knowledge.
2. I am the current property owner or a tenant with the expressed permission of the property owner to apply for the Storefront Improvement Program.
3. I am current on applicable property taxes, sales taxes, and business licenses.
4. I have read and understand the Storefront Improvement Program guidelines.
5. I understand this is a competitive grant process and applying is not a guarantee of funding.
6. I acknowledge any work completed or materials purchased prior to individual grant approval are ineligible for reimbursement and any deviations from grant proposal must be approved by the City to be eligible for reimbursement.
7. I realize for work to be reimbursed it must have been completed by a licensed contractor, but material costs for projects under \$5,000 may be reimbursed without a licensed contractor.
8. I recognize reimbursement will be provided upon submission of paid invoices and successful completion of a final inspection by City officials.
9. I understand projects must be completed within 12 months of signing the grant agreement. A single six-month extension may be awarded on a case-by-case basis.

**Applicant Signature:**

**Date:**

**Property Owner Signature:**

**Date:**

Please submit your completed application to

- Digital applications can be emailed to [downtown@fairbanks.us](mailto:downtown@fairbanks.us)
- Or
- Physical copies can be turned into the Clerks Office at City Hall (ground floor, 800 Cushman Street, Fairbanks, AK 99701)

Continue on to also apply for the Explore Fairbanks Downtown Enhancement Fund or stop here if only applying to the Storefront Improvement Program.





## Explore Fairbanks Downtown Enhancement Fund

*Guidelines for Supplemental or Independent Support within the City of Fairbanks Storefront Improvement Program*

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### Purpose

- The Explore Fairbanks Downtown Enhancement Fund is designed to complement the City of Fairbanks' Storefront Improvement Program by:
  - Supporting smaller-scale or lower-cost projects that may not meet the City's match requirements.
  - Providing supplemental funding to projects with exceptional alignment with tourism and visitor industry goals.
  - Enhancing the visitor experience and aesthetic appeal of downtown Fairbanks, reinforcing its identity as a welcoming destination.

### Eligible Project Types

- Funding from Explore Fairbanks may support:
  - Smaller-Scale Projects (typically under \$10,000), such as signage, lighting, public art, window displays, or modest façade updates.
  - Add-On Enhancements for projects already applying to or funded by the City program, where additional investment would create greater visual or visitor-focused impact.
  - Visitor-Serving Infrastructure, such as bike racks, wayfinding elements, or outdoor seating that adds to downtown's walkability and appeal.
  - Temporary Beautification Projects that provide seasonal visual interest or community engagement, such as mural installations or decorative displays.

### Eligibility

- Applicants must:
  - Own or lease (with owner's approval) a property within the City's designated façade grant program area.
  - Operate a business or organization that contributes to the local visitor economy (e.g., retail, restaurant, cultural, entertainment, or service sectors).



- Demonstrate how the project will enhance the experience of visitors to downtown Fairbanks.

### **Funding Parameters**

- Grant Amounts: Typically \$1,000–\$10,000. Higher amounts considered for projects with strong visitor impact.
- Payment: Funds may be disbursed as reimbursement or, for smaller projects, up-front payments with documentation of planned expenses.

### **Evaluation Criteria**

- Explore Fairbanks will consider:
  - The project's contribution to enhancing the downtown visitor experience.
  - Aesthetic transformation and alignment with historic or cultural themes.
  - Synergy with other downtown revitalization efforts or events.
  - Potential to increase foot traffic or encourage positive impressions of Fairbanks.
  - Project readiness and capacity for timely completion.

### **Application**

There are two ways of applying for the Explore Fairbanks Downtown Enhancement Fund. You may apply using your Storefront Improvement Program application or you may directly contact Explore Fairbanks for consideration.

\_\_\_\_ Please use my Storefront Improvement Program application to apply to the Explore Fairbanks Downtown Enhancement Fund as well.

**Applicant Signature:**

**Date:**





## Storefront Improvement Program – Evaluation Form

**Applicant Name:**

**Evaluator's Name:**

### Eligibility Checklist

- |  |     |    |
|--|-----|----|
| • In area between 1st to 5th Avenue and Turner Street to Noble Street? | YES | NO |
| • Property owner consent?  | YES | NO |
| • Meets match requirement?   | YES | NO |
| • Commercial or eligible non-profit activities?                        | YES | NO |

### Evaluation

0 – Very Poor, 1- Poor, 2 – Below Average, 3 – Average, 4 – Above Average, 5 – Exceptional

- |  |             |
|--|-------------|
| 1. Amount of improvement to the area:                          | Score:_____ |
| 2. Anticipated positive economic impact:                       | Score:_____ |
| 3. The type and level of attraction the site will draw:        | Score:_____ |
| 4. Project's amount of aesthetic transformation:               | Score:_____ |
| 5. Prominence of the location:                                 | Score:_____ |
| 6. The long-term durability and sustainability of the project: | Score:_____ |
| 7. Any contribution to public safety derived from the project: | Score:_____ |
| 8. Alignment with Downtown 2040 plan:                          | Score:_____ |
| 9. Collaboration with other downtown activities:               | Score:_____ |
| 10. Year around vitality of enhancement                        | Score:_____ |

Total Score:\_\_\_\_\_

### Funding Recommendation and Reason

Recommended for funding at this time? YES NO

Reason:



## Examples of Eligible Projects

- Painting to include murals
- New or restored signs
- Awnings
- Façade improvements
- Window treatments/replacement
- New or refurbished doors
- Lighting

### Explore Fairbanks

#### Downtown Enhancement Fund

Applying for the Storefront Improvement Program, but need additional funds?

If so, the Downtown Enhancement Fund is right for you. Our fine community partners at Explore Fairbanks created the fund to compliment the Storefront Improvement Program. These funds can be used to help with the match, or to exceed the \$50,000 cap, or for seasonal improvements. Best yet, applying is as simple as selecting a box on your Storefront Improvement Program application.



# Storefront Improvement Program

#### For more information

Storefront Improvement Program

City of Fairbanks

800 Cushman Street, Fairbanks, AK 99701

Phone: (907) 459-6760

Email: [downtown@fairbanks.us](mailto:downtown@fairbanks.us)

Website: [www.fairbanksalaska.us](http://www.fairbanksalaska.us)

A grant opportunity for local businesses and non-profit organizations to improve the look of downtown Fairbanks.



## Introduction

The City of Fairbanks is pleased to announce the Storefront Improvement Program aimed at revitalizing and enhancing the downtown area between 1st to 5th Avenue and Turner Street to Noble Street. This program is designed to support business owners in improving the exterior appearance of their buildings, contributing to the overall aesthetic appeal and economic vibrancy of the downtown area.

## Grant Overview

- Provides a 50% reimbursement of up to \$50,000 per applicant
- Multi-phased projects may be reimbursed by phase
- Projects must be completed within 12 months of signing the grant agreement. A single six-month extension may be awarded on a case-by-case basis.

## How to Apply

There is an exceptionally simple application available online at [www.fairbanksalaska.us](http://www.fairbanksalaska.us) or physical copies may be picked up in the Clerks Office at City Hall (800 Cushman Street).

## Application Essentials

- Project concept narrative
- Illustration of project
- Proposed budget
- “Before” photo(s)
- For projects totaling over \$5,000 you will need a bid from a licensed contractor

## Summer 2025 Key Dates

- May 13, 2025 – Application process goes live
- **June 13, 2025 – First round of applications due**
- July 18, 2025 – Second round of applications due (funding dependent)





**RESOLUTION NO. 5173**

**A RESOLUTION AUTHORIZING THE CITY OF  
FAIRBANKS TO PARTICIPATE IN ALASKA PUBLIC  
RISK ALLIANCE'S JOINT INSURANCE ARRANGEMENT**

**WHEREAS**, the City of Fairbanks has been a member of the Alaska Municipal League Joint Insurance Association (AMLJIA) for the purpose of pooling self-insured losses and administrative services, and jointly purchasing excess insurance, reinsurance, or other loss funding mechanisms through a Joint Insurance Arrangement; and

**WHEREAS**, the members of the Alaska Municipal League Joint Insurance Association (AMLJIA) and Alaska Public Entity Insurance (APEI) have voted to merge these organizations, effective on or about July 1, 2025, to form the Alaska Public Risk Alliance (APRA), a nonprofit corporation in the State of Alaska, and establish a Joint Insurance Arrangement for eligible municipalities and their public corporations, city and borough school districts, and regional education attendance areas in the State of Alaska; and

**WHEREAS**, the City of Fairbanks wishes to participate in the Joint Insurance Arrangement established by APRA.

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

**Section 1.** The Mayor is authorized to enter into a Cooperative Participation Agreement (hereinafter the "Agreement") with other Alaska municipalities, school districts and regional education attendance areas and to assume the duties and responsibilities as described in the Agreement. A copy of the Agreement, which may be amended from time to time, is attached hereto and incorporated by reference.

**Section 2.** The City of Fairbanks' participation in the Alliance may commence on July 1, 2025, and may continue in effect unless coverage is canceled, non-renewed, or otherwise terminated in accordance with the Agreement and the Alliance Bylaws.

**Section 3.** The Mayor or his designee is authorized to execute all documents required to participate in Alaska Public Risk Alliance's Joint Insurance Arrangement.

**Section 4.** The effective date of this resolution is six days after approval.

---

**David Pruhs, Mayor**



AYES:  
NAYS:  
ABSENT:  
APPROVED:

ATTEST:

APPROVED AS TO FORM:

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D. Danyielle Snider, MMC, City Clerk

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Thomas A. Chard II, City Attorney





CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – MARCH 5, 2025  
HELD VIA ZOOM WEBINAR AND  
IN FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Clay Street Cemetery Commission convened at 5:01 p.m. on the above date to conduct a Regular Meeting in the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via teleconference, with **Chair Aldean Kilbourn** presiding and the following Commission members in attendance:

Members Present: George Dalton, Seat A  
Aldean Kilbourn, Seat C  
Janet Richardson, Seat D (remotely)  
Julie Jones, Seat E  
Karen Erickson, Seat F (remotely)  
Amy Stratman, Seat G  
Jeremiah Cotter, Public Works Director (remotely)

Absent: Jessica Desmond, Seat B

Also Present: Colt Chase, Deputy City Clerk

**APPROVAL OF REGULAR MEETING MINUTES**

a) Regular Meeting Minutes of February 5, 2025

**J. Jones**, seconded by **A. Stratman**, moved to APPROVE the February 5, 2025 minutes.

**Chair Kilbourn** took a voice vote on the motion to APPROVE the February 5, 2025 minutes and all members voted in favor.

**APPROVAL OF AGENDA**

**J. Cotter**, seconded by **J. Jones**, moved to APPROVE the agenda.

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

**CITIZENS COMMENTS** – None

**COMMUNICATIONS TO COMMISSION** – None

**EVENTS & PUBLIC RELATIONS**

**Chair Kilbourn** suggested that the annual clean-up day be scheduled for Saturday, May 17 from 9:00 a.m. to 12:00 p.m. She asked that C. Chase post the event on the City's website as well as social media.

**J. Richardson** asked if Public Works could mow the leaves prior to the event rather than adding raking to their list of tasks for the day. **J. Cotter** indicated that they should be able to do so.



## **FINANCIAL UPDATE**

**Chair Kilbourn** noted that there had been no new financial items since their last meeting.

## **UNFINISHED BUSINESS**

### a) Quiring Monument Orders

**J. Jones** shared that their most recent order should be delivered within the next three weeks. Discussion followed to confirm that the physical work for the 2025 season would include the placement of 91 new markers as well as the repair of 82 existing markers, some of which will require new concrete pads while others only needing new gravel.

**J. Richardson** stated that there are 99 total bronze markers in the Pioneer section which will need to be lifted and additional gravel placed, however no new concrete pads are needed. She added that a request has been made to the Pioneers of Alaska organization to help cover the cost of the gravel for these plots.

### b) Update on Elks Plot Information

**J. Jones** reported that there was no update on this item at this time.

### c) CSC Info on City Website

**C. Chase** shared his computer screen to show that a new page solely for the Clay Street Cemetery had been added to the City website. He reviewed the content that had been published on the page, confirming that all items discussed in the February meeting had been incorporated. He offered to make any changes or additions, if requested.

## **NEW BUSINESS**

### a) Maintenance & Repair of Cemetery Gate

**J. Jones** discussed the difficulties with opening the main entrance gate due to increased rust damage, particularly on the hinges. She asked if Public Works could take a look and determine if the City could repair the issue or if they should look to hire someone. She shared that a local Rotary group could potentially cover the cost.

**C. Chase** read an email that had been sent from Commission member J. Desmond regarding an offer of support from the National Association Women in Construction (NAWIC). The email noted that J. Desmond's sister serves in a leadership role with NAWIC and that the organization was interested in serving the community, whether to construct benches for the cemetery or possibly fix the gate.

**J. Cotter** indicated that he would send a Public Works crew to the property to take a look at the gate. He confirmed that they had also received the high-pressure laminate sign that would be installed this summer.

## **OPEN AGENDA**



**J. Jones** stated that another potential project for the NAWIC group would be to update the wayfinding materials at the property. Discussion occurred regarding gravel purchasing plans for the coming season, including quantities, costs, and whether they should consider ordering bagged gravel or having a truckload delivered to save money. It was noted that with a bulk delivery, significant labor would still be required to transport the necessary volume of gravel from the large pile to each gravesite being worked on. **A. Stratman** warned against being “penny wise but dollar foolish”.

**J. Cotter** shared that Public Works uses large amounts of sanding chip gravel to improve traction on City streets during the winter months. He noted that a significant portion of this material is unusable at the end of the winter and goes to waste. He suggested that it could be used for the Commission’s needs.

**J. Richardson** discussed the type of rock needed for the work they do and whether the material being offered would meet their needs. **Chair Kilbourn** described the process of adding gravel to raise and level markers at the cemetery. She stated how important it is that the rock be bagged or otherwise moveable by volunteers during workdays and that shoveling into wheelbarrows would not be an ideal process. **J. Jones** agreed that having the material contained while being moved also prevents spillage of rocks onto the grass where it would cause problems for mowers. **J. Cotter** provided additional details on the type of gravel and suggestions for the logistics of placement, storage, and transportation using buckets during workdays. **J. Jones** asserted that it would be worth experimenting given how much money it would save them, provided they have a sufficient number of buckets to ensure an efficient process for the volunteer teams.

**Chair Kilbourn** agreed that it would be worth a try, noting that they would always have the option to go back to the regular bags of gravel they have used in the past. **J. Cotter** confirmed that if it ultimately did not work, his crews could spread any leftover gravel within the parking lot. He extended an invitation for Chair Kilbourn to stop by the Public Works facility to determine if the type of gravel available would be acceptable and, if so, further discuss plans for its utilization. **Chair Kilbourn** accepted the invitation and all members expressed support for the plan as discussed. She asked if J. Jones would go ahead and still order a pallet of the bagged gravel just to be safe. **J. Jones** confirmed that she would do so closer to the point when the snow had melted. She affirmed that the price she had been quoted would be honored and that it could either be delivered by the company or picked up by Public Works. She added that she also recently learned that they could receive a partial refund for returning the pallets to the company.

**UPCOMING MEETING DATES** – April 2, 2025

**ADJOURNMENT**

**Chair Kilbourn** declared the meeting ADJOURNED at 5:42 p.m.



Aldean Kilbourn, Chair



Colt Chase, Deputy City Clerk

Transcribed by: CC





CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – APRIL 2, 2025  
HELD VIA ZOOM WEBINAR AND  
IN FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Clay Street Cemetery Commission convened at 5:03 p.m. on the above date to conduct a Regular Meeting in the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via teleconference. By consensus of those members present, **Julie Jones, Seat E**, presided with the following in attendance:

Members Present: George Dalton, Seat A  
Jessica Desmond, Seat B  
Julie Jones, Seat E (remotely)  
Amy Stratman, Seat G  
Jeremiah Cotter, Public Works Director

Absent: Aldean Kilbourn, Seat C  
Janet Richardson, Seat D  
Karen Erickson, Seat F

Also Present: Colt Chase, Deputy City Clerk

**APPROVAL OF REGULAR MEETING MINUTES**

a) Regular Meeting Minutes of March 5, 2025

**A. Stratman**, seconded by **G. Dalton**, moved to APPROVE the March 5, 2025 minutes.

**Chair pro tem Jones** called for any objection on the motion to APPROVE the March 5, 2025 minutes and, hearing none, so ORDERED.

**APPROVAL OF AGENDA**

**J. Desmond**, seconded by **A. Stratman**, moved to APPROVE the agenda.

**Chair pro tem Jones** called for any objection on the motion to APPROVE the agenda and, hearing none, so ORDERED.

**CITIZENS COMMENTS**

**J. Cotter** reported that Chair Kilbourn had visited him at the Public Works facility to examine the gravel that had been discussed at their last meeting and that she had determined that it would be satisfactory for their needs. He shared that they had discussed using plastic buckets for transporting the gravel during their workdays and that Public Works has many buckets that could be donated. **A. Stratman** and **Chair pro tem Jones** agreed that this would be a great plan.

**C. Chase** stated that Chair Kilbourn had called him that afternoon to suggest that they use some of the savings from this plan to purchase a new utility cart to for moving the buckets around at the cemetery. **Chair pro tem Jones** indicated that she would take care of this task and submit a receipt for reimbursement.



**J. Cotter** confirmed that a shipment of markers from Quiring Monuments was in the cold storage facility at Public Works. He reported that their Facilities Foreman had taken a look at the cemetery's gate and that a contractor would be coming to assess what repairs are needed. He discussed the current issues with the gate's metal components and rock pillar supports, along with potential solutions.

**C. Chase** confirmed that no other communications had been received since their last meeting.

### **COMMUNICATIONS TO COMMISSION** – None

a) Follow-up from P. Cathey

**C. Chase** shared that they had received a donation of \$1,000 from Patricia Fay Cann Cathey, whose application for placement had been approved at the May 1, 2024 meeting, along with a note of correction for the spelling of her name. He reported that Chair Kilbourn had sent a thank you letter for the donation. **Chair pro tem Jones** expressed gratitude for the generous donation and appreciation for Chair Kilbourn's follow-up on behalf of the Commission.

### **EVENTS & PUBLIC RELATIONS**

**C. Chase** confirmed that their annual clean-up day was scheduled for May 17 from 9:00 a.m. to 12:00 p.m. and that he had added this event to the City's website and social media account.

**Chair pro tem Jones** shared that Chair Kilbourn had confirmed with her via email that the Air National Guard group led by Dusty Spencer was committed to assisting with another workday in the coming summer season.

### **FINANCIAL UPDATE**

**Chair pro tem Jones** referenced the provided financial report which showed the recent purchase of concrete pads. She explained that they will arrange for their delivery once the snow melts. She asserted that no other expenses were currently forecasted other than the utility cart discussed earlier and that the current balance on their account was now \$14,382.10. She pointed out that they will need to spend the full amount of their bed tax grant (\$11,712) before the allotted time later in year.

### **UNFINISHED BUSINESS**

a) Quiring Monuments Orders

**Chair pro tem Jones** indicated that she had not received any further update from the company other than that their order was awaiting shipment. She stated that she will send a message to the Commission once she is notified it has shipped. She confirmed that they have around 90 markers for the year, with one order already at the cemetery, another at Public Works, and this final order on Quiring Monument's dock.

b) Update on Elks Plot Information



**Chair pro tem Jones** reported that there was no further update on this item and that the thumb drive which contains a wealth of information on Elks members buried at Clay Street has yet to be located by Keith Blanchard.

c) Maintenance & Repair of Cemetery Gate *[addressed by J. Cotter during Citizens' Comments]*

**NEW BUSINESS** – None

**OPEN AGENDA**

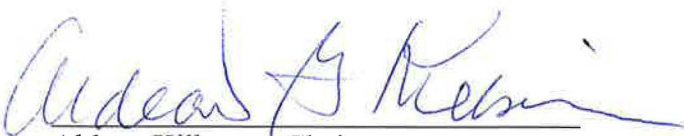
**J. Desmond** indicated that she would not be able to attend the clean-up day event on May 17 as she has another event that day. She committed to being available for the regular workdays throughout the season. **Chair pro tem Jones** shared that she typically does not attend the clean-up days either but consistently contributes during the weekly workdays.

**J. Desmond** referenced an email she had sent to the Commission, as noted in the previous month's meeting minutes, which detailed an offer for labor and support from the National Association of Women in Construction. She recounted that her sister serves in a leadership role with the organization and that they would be happy to assist with building benches, moving materials, or other projects. She stated that they could even undertake the gate repair report as discussed earlier. She asked if any specific needs had been identified. **Chair pro tem Jones** indicated that while they do not have a specific need for any official commitment at the moment, they were excited to receive this offer. She stated that she would be interested in speaking with J. Desmond's sister about potential opportunities both with Clay Street Cemetery as well as other projects she is involved with in the downtown area such as the Golden Heart Plaza. She suggested that they follow up directly via email after the meeting.

**UPCOMING MEETING DATES** – May 7, 2025

**ADJOURNMENT**

**Chair pro tem Jones** declared the meeting ADJOURNED at 5:26 p.m.



Aldean Kilbourn, Chair



Colt Chase, Deputy City Clerk

Transcribed by: CC



City of Fairbanks  
Permanent Fund Review Board  
Quarterly Meeting Minutes  
January 27, 2025

The Permanent Fund Review Board (PFRB) convened at 4:32 p.m. in the Meeks Conference Room to conduct a quarterly meeting.

Board Members Present: Chair Patty Mongold  
Vice Chair Bernard Gatewood  
Board Member Dave Owen  
Council Member Valerie Therrien

Board Member Absent: Board Member Pamela Wentz (excused)

Also Present: Margarita Bell, Chief Financial Officer  
Blake Phillips, Director of Institutional Solutions - APCM  
Brandy Niclai, Chief Investment Officer – APCM

Bernard Gatewood moved, and Valerie Therrien seconded to approve the minutes of the October 23, 2024, meeting. The PFRB unanimously agreed.

Margarita Bell reviewed the portfolio's performance as of December 31, 2024:

- \$ 150,921,657 - Balance including accrued income
- \$ 4,083,023 - Dividends and interest earnings
- \$ 4,175,354 - Realized gain
- \$ 6,543,444 - Unrealized gain
- \$ (102,568) - Management and custodial fees
- \$ 14,699,253 - Earnings, net of expenses

Margarita Bell reported that since the inception of the permanent fund, the city received contributions of \$116.3 million, withdrew \$131.5 million, and had earnings of \$166.2 million.

Margarita Bell reported that the annual draw will be made in December 2025 in the amount of \$6,520,373 to the general fund (\$5,795,887) and capital fund (\$724,486).

Blake Phillips reported that the balance of the fund was \$154.75 million on January 27, 2025.

Brandy Niclai presented an account summary as of December 31, 2024. She stated that the APCM inception annualized account return is 5.74% and that the annualized account return as of March 2017 is 6.67%. She stated that diversification is enhancing the portfolio beyond the traditional stock and bond portfolio. Since APCM inception, the portfolio had contributions of \$111.4 million, withdrawals of \$129.4 million, and earnings of \$168.9 million.

Brandy Niclai presented a portfolio review for the fourth quarter. The portfolio volatility has been within expectations. She reported that despite international equity weakness global equities finished the year with a positive 17.5%. The allocation effect was positive for the quarter driven by an overweight to risk assets in October and November; however, the selection effect was negative driven primarily by the underperformance of U.S. Large Cap and an overweight to



Industrial Reits in October. The combined equity and alternatives allocation returned -1.54% and the combined fixed income allocation returned -1.62% for the quarter.

Portfolio Summary							
4th Quarter		Year to Date		Prior Year		Inception to Date	
Account	Benchmark	Account	Benchmark	Account	Benchmark	Account	Benchmark
-1.50%	-1.60%	10.30%	10.70%	13.60%	14.60%	5.70%	5.60%
	0.13% <sup>1</sup>		0.50% <sup>2</sup>		0.50% <sup>3</sup>		
-1.50%	-1.48%	10.30%	11.20%	13.60%	15.10%	5.70%	5.60%
<sup>1</sup> - 12.5 bps - per quarter rounded <sup>2</sup> - 50 bps hurdle -annual (YTD = 12.5 basis pts X # quarters) <sup>3</sup> - 50 bps hurdle codified in March 2009. Inception performance begins January 31, 1998.							

Brandy Niclai presented a market review for the fourth quarter. She stated that the policy rates eased as inflation improved, recession risks remained low despite expectations, and investor sentiment peaked at year end. She reported that the key drivers for 2025 are elevated valuations for U.S. equities, equity gains, growth projections across key economies, and rising policy uncertainty.

Due to these expectations, APCM plans to take a neutral stance on risk control assets with strong income cushion, neutral stance on risky assets with earnings expected to drive returns with opportunities in Europe and small caps, and selective positioning in alternatives with gold as a hedge and the addition of Calamos Market Neutral Income Fund. Dave Owen inquired about the risks in German investments. Brandy Niclai responded that overall European financials present an opportunity supported by strong earnings growth. Patty Mongold inquired about the assessment of new assets. Brandy Niclai responded that APCM does a thorough assessment every year with quarterly assessments for alternative asset classes.

Brandy Niclai announced the acquisition of Alaska Permanent Capital Management (APCM) by Blue Umbrella. The acquisition is expected to occur in April 2025. Valerie Therrien expressed concerns about the lack of investment companies within Blue Umbrella. Brandy Niclai and Blake Phillips assured PFRB members that services will continue to operate as usual, and that key leadership will remain the same.

Brandy Niclai addressed each compliance issue and reported that there were no compliance issues.

The next quarterly meeting is scheduled to be held on Wednesday, April 30, 2025, in the Meeks Conference Room.

The meeting was adjourned at 5:19 p.m.