



HOUSTON CITY HALL
PO Box 940027
13878 W Armstrong Rd
Houston AK 99694

Carter Cole Mayor Seat C
Dave Childs Dep. Mayor Seat E
Lisa Johansen Seat A
Jeffrey Brasel Seat B
Kent Mitchell Seat D
Laurie Faubert Seat G
Sandy McDonald Seat F

Regular City Council Meeting Agenda

August 14, 2025, at 6:00 pm

1. Call to Order
2. Roll Call
3. Invocation & Pledge of Allegiance
4. Approval of Agenda
5. Special Orders of the Day
6. Reports/Correspondence
 - A. State Legislators: None/None Received
 - B. Mat-Su Borough Assembly District Representative: None/None Received
 - C. Mayor's Report
 - D. Commission/Committee Reports:
 - Airport Advisory Chair Robert Hall
 - E. Department Reports
 - City Clerk
 - Finance Director
 - Public Works Director
 - Public Safety Director – Verbal Report on Traffic Counts
7. Public Participation
 - A. Persons to be Heard: Presentations from Citizens/Businesses who requested to be on the agenda:

- Amy Gorn Matsu Health Foundation Community Choice Health Summit
- Susitna Rotary update on the Rotary Park

Public Hearings – 3 minutes per person – A member of the public may address the council for a maximum of 3 minutes before Council discussion and action on Ordinances.

B. Public Hearing, Thursday August 14, 2025, at Houston City Hall Regular Council Meeting at 6:00pm. Comments from Citizens, Council, and an Action Vote by the Council:

1. ORDINANCE NO. 25-15: AN ORDINANCE OF THE HOUSTON CITY COUNCIL TO ACCEPT AND APPROPRIATE CITY OF HOUSTON'S ADMINISTRATIVE ALLOWANCES OF \$50,741.55 DHS-EM PW 0827 (CAT Z) FINAL ADJUSTED AMOUNT.

2. ORDINANCE NO. 25-16: SUBJECT TO VOTER APPROVAL AT THE OCTOBER 7, 2025 CITY GENERAL ELECTION, AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HMC TITLE 1 GENERAL PROVISIONS TO ADD CHAPTER 1.20 CITY HOLIDAY DECLARING THE THIRD SATURDAY IN AUGUST EACH YEAR A S A HOLIDAY FOR HOUSTON FOUNDER'S DAY.

3. ORDINANCE NO. 25-17: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HOUSTON MUNICIPAL CODE (HMC) SECTION 10.13.050 APPLICATION FOR UTILITY PERMIT.

4. AM No.25-19: City Council Statement of Non-Protest for a renewal application of a Standard Marijuana Cultivation Manufacturing Facility License #24871 held by North North Enterprises dba DDIII.

5. AM No. 25-20: City Council Statement of Non-Protest for a renewal application of a Limited Marijuana Cultivation Manufacturing Facility License #16225 held by Green Ghost Farms LLC.

6. AM No. 25-28: City Council Statement of Non-Protest for a renewal application of a Marijuana Concentrate Manufacturing Facility License #36527 held by North North Enterprises LLC dba DDIII.

7. AM No. 25-29: City Council Statement of Non-Protest for a renewal application of a Beverage Dispensary Tourism License #4526 held by Jazco Investment LLC dba Susitna Bar & Grill.

C. Audience Comments: *Three minutes per person on other matters.*

8. Consent Agenda: *With one vote everything under the consent agenda can be approved and or an item may be removed and placed elsewhere on the agenda.*

A. Introduction of Ordinances: *Council introduces the ordinances and sets public hearing for August 14, 2025.*

1. ORDINANCE NO. 25-20: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HOUSTON MUNICIPAL CODE (HMC) SECTION 4.20.050 EXEMPTIONS FOR THE PURPOSE OF EXEMPTING BURIAL AND CREMATION SERVICES FROM LOCAL SALES TAX.

2. ORDINANCE NO. 25-21: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HOUSTON MUNICIPAL CODE BY ADDING A CHAPTER 1.15 THAT IDENTIFIES THE PURPOSE, INTENT, CONTENT, AND ACTIONABILITY OF THE HOUSTON ADMINISTRATIVE FEES.

3. ORDINANCE NO. 25-22: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HOUSTON MUNICIPAL CODE TO REMOVE FINES IDENTIFIED OUTSIDE OF HMC 1.16 GENERAL PENALTY AND REFERRING THOSE SECTIONS TO HMC 1.16 GENERAL PENALTY FOR THE PURPOSE OF PREVENTING CONFUSION ON FINE AMOUNTS.

4. ORDINANCE NO. 25-23: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HOUSTON MUNICIPAL CODE 1.16 GENERAL PENALTY TO INCLUDE THE CODIFIED PENALTY IDENTIFIED IN HMC 8.07.060.

B. Minutes of Previous Meeting:

1. July 10, 2025

9. Unfinished Business:

10. New Business:

A. AM No. 25-26: Authorizing the Mayor to sign a Professional Service Agreement with Corvus Design Inc., for \$49,500.00.

B. AM No. 25-30: Authorizing the Mayor to sign the revised memorandum of agreement with the Matanuska-Susitna Borough for Mutual Aid/Automatic Aid for Fire Protection.

11. Record of Items Placed on the Table: None

12. Audience Comments – *3 minutes per person*

13. Executive Session:

A. Discuss “the internal investigation regarding interference with personnel management by Council member McDonald” the findings of which may tend to prejudice the reputation and character of Council member McDonald. Council member McDonald will be given an opportunity to have the executive session held in public or in private consultation with City Council and the Investigating Attorney.

14. Council, Clerk, & Mayor Comments

15. Adjournment

Disabled Persons Needing Reasonable Accommodation in Order to Participate at a Council Meeting should Contact the City Clerk at 892.6869 at Least 5 Days in Advance of the Meeting

Reports/ Correspondence



OFFICE OF MAYOR
CITY OF HOUSTON, ALASKA

Carter R. Cole
Mayor

David Childs
Deputy Mayor

July 2025

Councilmembers and Citizens of Houston,

The city was very busy in July preparing for the new Fiscal Year. Melissa Sonnek is now the new Public Works Director and is doing a great job. The PW Department is finishing up several important projects this month, they will post pictures as the work is completed.

We received August 4, 2025, the new skid steer loader, it was just in time to help with two critical projects. We continue to wait on the new 14-yard dump truck with snowplow. We anticipate the October/November time frame for that item. That is the last item in the grant funding from USDA.

A design firm has been selected to provide the Master Plan and will be go before the City Council for approval to award the contract, if approved the design firm will start immediately on the Design and Master Plan for the new Playground and Campground area. This work is funded by a Matsu Parks and Trail Foundation. The design will be completed based upon the public survey taken in April 2025. It will also provide for future improvements as funding becomes available.

I will be asking the City Council to consider supporting the Mat-Su Borough area wide animal control powers in a Resolution after we have had some additional information provided to them. All three cities' administrations in the valley are requesting support for this action from their Council's. If Animal Control is done by the Mat-Su Borough, it will be more cost effective with trained animal handlers taking care of all cases. If you're a citizen of Houston, and have questions, please contact me if you would like additional information on this.

The AARP Grant, in conjunction with the Rotary contribution of additional 5k, allowed us to have Northern Asphalt and Paving who provided us with the lowest cost to asphalt the Rotary Day Park here in Houston. Northern Asphalt and Paving provided us with a very good and cost-effective solution with the limited budget we had to work with. This provided for a great day park for all ages, but especially older handicap people that would like to experience the Little Su River Access.

The Rotary Club is also making other improvements, if you have time, I suggest a visit to the day park, it is only 5\$ parking fee. The Enterprise Fund started 7-1-2025 is now how Parks and Recreation is funded through user fees, donations and grants. The fee now goes to help the Park & Recreational Fund afford additional upgrades.

Office of Mayor

P.O. Box 940027 • Houston, Alaska 99694-0027 • Phone: (907)892-6869

• Email: mayor@houston-ak.gov • Website: <https://www.houstonak.us/>

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OFFICE OF MAYOR
CITY OF HOUSTON, ALASKA

Carter R. Cole
Mayor

David Childs
Deputy Mayor

Saturday August 9, 2025, 9:00 AM is a ribbon cutting ceremonial planned for the day park. Please try to attend if you can and enjoy the new addition that the Rotary Club and the City of Houston have been able to complete.

We are still working through the design and improvements for the sound system to have better broadcasting ability for all public meetings. We continue to have upgrades done under the Cyber Security grant for networking and server upgrades from DHS. We will continue to update you on this progress.

If you have not downloaded the [go.gov app](#) for your phone, please do, this will give you notifications and is an easy-to-use application. If you want to know what's going on in Houston, Alaska, use the [go.gov app](#), 83 people currently are using it, and staying current on City happening.

I would like to thank Senator Murkowski for the direct appropriation to the City of Houston. This joint facility is critical to the city infrastructure and keeping costs down to all the city residence.

Lastly, the State of Alaska is considering allowing rural municipalities that are unable to afford complete police force, to contribute in funding for the AK Troopers so additional AK Trooper resources can reside in the rural city. I will be working on this with our State Legislators to see if we can further this idea.

Respectfully,

Carter R. Cole

Carter R. Cole
Mayor

Checks over 5K for the month of July 2025

\$5,521.98 Microcom
\$6,741.75 Netbusters
\$12,329.40 Northstar supply
\$5,886.38 EFTPS (Electronic Federal Tax Payment system)
\$6,717.85 EFPTS (Electronic Federal Tax Payment system)
\$9,258.30 EFPTS (Electronic Federal Tax Payment system)
\$6,184.13 Northrim (credit card)

Office of Mayor

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Airport Advisory Committee Report

August 6, 2025

The Houston Airport Committee recommends the City of Houston encourage the development of a federally funded public seaplane/float plane base/airport with an attached runway of up to 3,500 feet.

The concept of this public seaplane base would allow float planes to change from floats to wheels at the same location without having to trailer the plane across a well-traveled road or highway. The 3,500-foot runway would accommodate landing with wheels to install floats at a lakeside facility. The FAA, local pilots, and the Mat-Su Borough have all recognized the need for a public seaplane base with an attached runway. FAA funding is available for a public Seaplane base in the Matsu Borough.

Preferably the location should have access to the Parks Highway and access to Power. The ideal location would be in or close to Houston and located on State land with a large unpopulated buffer area surrounding the Airport.

This airport model recommendation allows, if the FAA approves the project, to be financed 90% by the FAA, 5% by the State of Alaska and 5% by Nonprofit organizations using revenue bonds, leases and fees. The seaplane airport could be operated by the City of Houston, the Mat Su Borough or the State of Alaska. The recommended FAA model is to encourage the development of the seaplane base without using the City of Houston funds.

The large buffer area surrounding the airport would offer a sound or noise buffer area. It would also allow the development of recreation areas and trails i.e. Dog mushing, Ski and hiking trails, plus motorized trails for snow machines, 4-wheelers and motorcross/dirt bikes. The large buffer zone may also accommodate a shooting range.

There are no public seaplane bases in the Mat-Su Borough. There are three public seaplane bases in the Municipality of Anchorage, and all are fully leased and have waiting lists. Houston could be an important hub for seaplanes in the future that would bring economic growth. This recommendation is based upon funding opportunities, needs in the aviation community, emergency service needs, and current population.

If located outside the city limits, Houston would have the option to annex the Airport. This would allow zoning to allow the city to guide the development of the area.

Preliminary suggested location: Houston Lake area NW of Houston

Houston Lake and its sister lake, only 100 feet apart, sit on a large area of State-owned land. There are several other Lakes in the area, and there is plenty of high and dry land to host a 3,500-foot runway. The 3,500-foot runway would limit the sea plane base to small aircraft. No large jet aircraft could operate from this airport. There would be over seven square miles of uninhabited land surrounding the airport. This buffer area would offer substantial recreation opportunities.

In two Federally funded studies, the Mat-Su borough reviewed over 23 possible locations. All but one were rejected for being too remote, not having public space available for lease on the lake, or having well-traveled roads between the proposed airstrip and the lake. The reports found only one lake, Seven Mile Lake, two miles north of Point Mckenzie Road that meets the minimum criteria.



Airport Advisory Committee Report

Houston Lake, North of Houston was not considered, probably because Houston Lake by itself did not offer the preferred length. However, a closer examination of the Houston Lake area shows how the 100-foot stream between Houston Lake and a very close lake could be widened as a canal and provide the preferred length, width and depth. The Houston Lake site is far enough away from the Seven Mile Lake to Qualify for FAA funding even if the Seven Mile location was also developed by the FAA.

Houston Lake is the Airport Committees preliminary recommendation. However, there are other locations in or near Houston that could accommodate a public seaplane base. The FAA allows the use of canals for additional rental slip areas and also for the use as the water runway. The use of man-made canals increases the site options. If the City decides to move forward other location options should be explored before a final location is approved.

Other facts and considerations:

The City of Houston Comprehensive Plan is silent on whether the city should endorse the development of an airport.

Good to note: Though it does refer to air travel, the comprehensive plan does not specifically list a local airport. The project will require federal, and state permits as well as strict oversight to manage accidents, security, and compliance with FAA regulations. It is important to note that the project has a lengthy timeline, slow funding process and slow

permit process. There is an element of pride for the citizens of the town in having their own airport.

Location: The currently proposed section of land is outside the city of Houston and the annexation process is complex. But, if annexed, the land can provide multiple additional recreational possibilities including potential nearby parks and connection of local trails.

The road to the airport may add some additional road maintenance needs to the city. Like all projects, a soil study would be needed prior to construction. There are several other studies before the Houston Lake site could be considered qualified. Additionally, there is a long local, state, and federal government approval process.

Funding/\$\$: The proposed project is dependent on FAA funding. If secured, the funding would likely cover up to 90% of the development cost. The state would likely cover 5% and grants, revenue bonds and pre-leasing may make up the remaining 5% of the project. The airport will require road access that may make the location less competitive for FAA, funding compared to other possible locations. The perception of the public may be that the money would be taken from the current road projects, not realizing that the FAA funding, if secured, would provide 90% of funds for the project.

Economic Boost: Attracts businesses, tourism, and jobs (e.g. airport staff, logistics). Small municipal airports can substantially contribute annually to local economies. Once started, this has self-supporting potential.

Accessibility: Improves regional connectivity, enabling better access to many areas in Southcentral Alaska.



Airport Advisory Committee Report

Emergency Services: May support some medical evacuations, firefighting and disaster relief operations. Possible location for emergency services such as wildfire base and life flight services.

Aviation growth: Provides facilities for general aviation, flight training, and small aircraft, fostering local aviation culture.

Support: The FAA, Borough, and local pilots recognize the need for a public sea plane base. General political support for a sea plane base in the Matsu borough. This proposed airport would provide an affordable location for small aircraft owners to have an airstrip in conjunction with a sea plane base, allowing easy switch from floats to wheels to skis.

Noise pollution: some opposition to potential noise disturbance and possible wildlife disruption. The location of the airport could mitigate most of the noise pollution concerns.

The Airport Committee last met in July and has no further scheduled meetings. We will wait until after the election and for direction from the new City Council and Mayor.

Airport Advisory Committee:

Robert Hall, Chair

Ken Oldham, Vice Chair/Float Plane Pilot

Mark Kapsner, Float Plane Pilot



To: Honorable Mayor and Houston City Council
From: Tani Schoneman, City Clerk
Date: August 2025
Subject: City Clerk's Report – July 2025

Licenses, Excise Tax, Sales Tax, and Permanent Fund Levies:

Business Licenses 2025 – 159	Business Licenses 2024 – 199	Business License 2023 - 270
Marijuana Licenses – Active/Operating		
<ul style="list-style-type: none"> • #10799 Alaska Buds LLC – Standard Cultivation • #21021 Choice Extracts – Limited Cultivation • #21022 Choice Extracts – Concentrate Manufacturing • #28795 Cold Creek Gardens – Standard Cultivation • #24871 DDIII – Standard Cultivation • #10316 Denali 420 Recreationals – Retail • #17873 Freedom 49 Farms – Standard Cultivation • #25271 Gold Leaf Farms – Limited Cultivation • #22396 Greensleeves Genetics – Standard Cultivation • #16225 Green Ghost Farms – Limited Cultivation • #13588 High North LLC – Standard Cultivation • #11050 Houston Grass Station – Retail • #14885 Karma Grown Gardens LLC – Limited Cultivation • #17409 Kine Co – Standard Cultivation • #30422 Magic Flower – Standard Cultivation 		
Liquor Licenses Active/Operating		
<ul style="list-style-type: none"> • # 533 Houston Lodge- Beverage Dispensary • # 534 Bears Den – Package Store • # 4380 Jazco Investment, LLC. DBA Susitna Bar & Grill – Restaurant or eating place • # 4526 Jazco Investment, LLC. DBA Susitna Bar & Grill – Beverage Dispensary 		

Business Licenses and New Sales Tax Forms: Online Payments are now available on the website. The Clerk's office has been working with Finance on creating the online forms and implementing new internal procedures for payments made online. The Clerk's office has also started to implement QR codes for permits for faster and easier processing for the public.

July: We took in \$225.00 in business license fees, \$250.00 in MJ Excise Tax license fees \$48,145.26 in sales tax and MJ excise tax revenue, \$259.82 in penalties and interest. The Clerk's

office is continuing to send out via mail and email, determination letters to businesses who are out of compliance with 2025 renewal business licenses and or behind with sales tax filings.

Appeals: No appeals currently.

City Hall Office Closures:

September 1, 2025 in observance of Labor Day.

Other Office Administration:

Minutes were emailed to Council on July 22, 2025, no requests for changes were received.

Candidates running for Council Seat E: David A. Childs
Jason H. Kahn

Candidates running for Council Seat F: Ron Bass
Callie J. Courtney

Candidates running for Council Seat G: Laurie A. Faubert
Dan Lewis

As of August 8, 2025 there are no write in Candidates.

As of August 1, 2025, 83 people had downloaded and are using the GoGov App. We will add more items to the app as they arise. Please call the Clerk's office if you have questions about the app.

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City of Houston, Alaska

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CITY OF HOUSTON

P.O. Box 940027
Houston, Alaska 99694

Treasurer's Report for August 2025-2026

For Council Review:

Main Acct June 2025: \$ 253,732.44

Cap Acct June 2025: \$ 214,734.14

Reserve Acct June 2025: \$ 520,887.94

Parks Acct June 2025: \$ 11,171.13

Honorable Council,

This July Finance began our process of notifying payable vendors that we will offer vendors ACH payments. This will be a gradual process as we receive the updated documents and the information is verified but we believe paying the vendors ACH will reduce cost on check stock, stamps and processing time in the future. We were also busy with finishing up our fiscal year end records retention. All departments are live in the Visa Spend Clarity application and we have been collaborating to make the process better for all departments. This application has reduce the data entry and review time. We continued our usual duties of processing AP, AR and Payroll.

In fiscal year 24-25 the city earned \$24,174.99 in interest between all accounts. We did fall short of the previous years interest earned partially due to the nine roads reimbursable project. The project had some months that we were waiting for reimbursement from the Department of Homeland Security and Emergency Management (DHS & EM);this lowered our bank account balances and the interest we gained during those months. The financial data provided for this report could be pending updates from Ordinance 25-15 which is before the council on August 14,2025. We will have the finalized year FY25 and budget for FY26 after the August council meeting.P

The Parks fund became an enterprise fund in Fiscal Year 2025-2026. At the end of June we did a bank transfer from Parks to Main to cover the expenditures made for Parks in the Main account. We met with the Northrim representatives to brainstorm the best way for us to gain interest for the Parks bank account without having the monies locked into a CD investment. Going forward Parks has their own check stock and a new method to earn interest.

Finance worked with the Public works director to complete the quarterly reporting for the Cyber security grant . We also worked on closing out the AARP grant; we are expecting this grant to be closed out by the end of August 2025. Recently, all departments have been joining forces to complete tasks, manage coverage and creating seamless processes.



Samantha Jones

Treasurer

Approved by: Mayor Carter Cole

Signature:



Date:

8/7/2025



June 2025

Account	Account Description	24-25Budget	24-25YTD Amt
R 01-4000	R 01-4000 REVENUE TAXES	\$0.00	\$0.00
R 01-4001	R 01-4001 MJ Excise Tax Cult	\$160,000.00	\$192,544.68
R 01-4002	R 01-4002 MJ Penalty Interest Fines Fees	\$2,500.00	\$2,288.80
R 01-4003	R 01-4003 Utility Coop Tax	\$18,000.00	\$17,582.59
R 01-4004	R 01-4004 Liquor License Tax	\$0.00	\$0.00
R 01-4005	R 01-4005 Sales Tax	\$650,000.00	\$522,853.90
R 01-4006	R 01-4006 Sales Tax Penalty Interest Fin	\$2,500.00	\$1,446.73
R 01-4007	R 01-4007 Shared Fisheries Business Tax	\$372.65	\$435.62
R 01-4008	R 01-4008 Property Tax	\$600,000.00	\$586,758.56
R 01-4009	R 01-4009 Motor Vehicle Tax	\$54,000.00	\$41,527.50
R 01-4010	R 01-4010 Remote Sales Tax	\$40,000.00	\$40,688.77
R 01-4100	R 01-4100 LICENSES & PERMITS	\$0.00	\$0.00
R 01-4101	R 01-4101 Vendor Permit	\$300.00	\$260.00
R 01-4102	R 01-4102 Animal Control Register Vacin	\$500.00	\$120.00
R 01-4103	R 01-4103 Business Licenses	\$5,600.00	\$4,800.00
R 01-4104	R 01-4104 Permits Other	\$25,000.00	\$24,828.20
R 01-4105	R 01-4105 MJ Excise Tax License	\$4,000.00	\$2,750.00
R 01-4106	R 01-4106 SOA MJ License Fee/ Renew	\$6,500.00	\$6,100.00
R 01-4200	R 01-4200 FINES & PENALTIES	\$0.00	\$0.00
R 01-4201	R 01-4201 PFD Levy	\$4,000.00	\$4,570.09
R 01-4202	R 01-4202 Fines & Citations	\$0.00	\$0.00
R 01-4300	R 01-4300 MISCELLANEOUS	\$0.00	\$0.00
R 01-4301	R 01-4301 Fire Equip/Gear From Capital	\$0.00	\$0.00
R 01-4302	R 01-4302 Computer System Upgrade From C	\$0.00	\$0.00
R 01-4303	R 01-4303 Penalty Interest Late Fee	\$1,000.00	\$2,300.00
R 01-4304	R 01-4304 Administrative Fees	\$1,000.00	\$129.00
R 01-4305	R 01-4305 Office Fees	\$0.00	\$8.00
R 01-4306	R 01-4306 Reimburse for City Services	\$0.00	\$0.00
R 01-4307	R 01-4307 Appeals	\$0.00	\$250.00
R 01-4308	R 01-4308 Rental of Public Works Equip	\$0.00	\$0.00
R 01-4309	R 01-4309 Rental of Fire Truck Equip	\$0.00	\$0.00
R 01-4310	R 01-4310 Other Revenues	\$0.00	\$0.00
R 01-4311	R 01-4311 Safety Equipment/Training	\$0.00	\$0.00
R 01-4312	R 01-4312 Rescue Funding	\$0.00	\$0.00
R 01-4313	R 01-4313 Animal Donations	\$0.00	\$0.00
R 01-4314	R 01-4314 Founders Day Donations	\$0.00	\$0.00
R 01-4315	R 01-4315 Donations Other	\$0.00	\$0.00
R 01-4316	R 01-4316 Interest on Bank Accounts	\$11,500.00	\$3,251.75
R 01-4317	R 01-4317 Fireworks Public Education	\$1,800.00	\$2,018.76



June 2025

R 01-4318	R 01-4318 Candidate Filing Fee	\$100.00	\$100.00
R 01-4319	R 01-4319 NCI Reimbursement Clerks Schol	\$0.00	\$0.00
R 01-4320	R 01-4320 Noticing Fee For Rezoning	\$1,000.00	\$0.00
R 01-4321	R 01-4321 Transfer To Parks Cover Expens	\$0.00	\$0.00
R 01-4322	R 01-4322 Transfer From Parks	\$0.00	\$0.00
R 01-4323	R 01-4323 Interest Income	\$0.00	\$0.00
R 01-4324	R 01-4324 Miscellaneous Income	\$0.00	\$0.00
R 01-4325	R 01-4325 Insurance Claims	\$0.00	\$0.00
R 01-4328	R 01-4328 Wood Innovation24DG11100106814	\$0.00	\$0.00
R 01-4700	R 01-4700 InterGovernmental Revenue	\$0.00	\$0.00
R 01-4701	R 01-4701 Community Assistant Program	\$101,437.13	\$100,831.02
R 01-4702	R 01-4702 FEMA Earthquake	\$0.00	\$0.00
R 01-4703	R 01-4703 Volunteer Fire Assistance Gran	\$6,840.00	\$9,900.00
R 01-4800	R 01-4800 Covid Act Funding Program	\$0.00	\$0.00
R 01-4806	R 01-4806 Morvro Lake Natural Gas	\$0.00	\$0.00
R 01-4810	R 01-4810 Coronavirus Local Fiscal Recov	\$0.00	\$0.00
R 01-4901	R 01-4901 Reserve	\$0.00	\$0.00
R 01-4999	R 01-4999 Transfer of Funds	\$0.00	\$9,482.07
R 02-4316	R 02-4316 Interest on Bank Accounts	\$0.00	\$4,053.43
R 02-4318	R 02-4318 Candidate Filing Fee	\$0.00	\$0.00
R 02-4324	R 02-4324 Miscellaneous Income	\$0.00	\$433.78
R 02-4400	R 02-4400 Miscellaneous Capital	\$0.00	\$0.00
R 02-4401	R 02-4401 Capital Public Safety Excise	\$0.00	\$0.00
R 02-4402	R 02-4402 Capital Public Safety Firework	\$0.00	\$0.00
R 02-4403	R 02-4403 Capital Vehicle/Equip Auction	\$0.00	\$8,692.68
R 02-4404	R 02-4404 Capital Land/Property Sales	\$0.00	\$0.00
R 02-4405	R 02-4405 Capital Vehicle/Equip Sales	\$0.00	\$0.00
R 02-4406	R 02-4406 Capital Enstar Gas Refund	\$0.00	\$4,884.00
R 02-4407	R 02-4407 Capital App to Purchase Land	\$0.00	\$0.00
R 02-4408	R 02-4408 Capital Reclam Bond Forfeiture	\$0.00	\$0.00
R 02-4409	R 02-4409 Capital Levesque Refund	\$0.00	\$0.00
R 02-4600	R 02-4600 Capital Leases	\$0.00	\$0.00
R 02-4601	R 02-4601 Capital Lease App Fee City Pro	\$0.00	\$0.00
R 02-4602	R 02-4602 Capital AK Wildbird Lease Fee	\$0.00	\$100.00
R 02-4603	R 02-4603 Capital Office 9-1 Lease	\$0.00	\$0.00
R 02-4604	R 02-4604 Capital Cell Tower Lease	\$0.00	\$183,045.53
R 02-4605	R 02-4605 Capital Carrie McKee Lease	\$0.00	\$0.00
R 02-4606	R 02-4606 Capital Visitor Center Lease	\$0.00	\$0.00
R 02-4607	R 02-4607 Capital Dillon Gilroy Lease	\$0.00	\$0.00
R 02-4608	R 02-4608 MTA Capital Credit	\$0.00	\$0.00



June 2025

R 02-4609	R 02-4609 Lease Receivables	\$0.00	\$0.00
R 02-4810	R 02-4810 Coronavirus Local Fiscal Recov	\$0.00	\$0.00
R 02-4999	R 02-4999 Transfer of Funds	\$0.00	(\$74,482.07)
R 03-4104	R 03-4104 Permits Other	\$0.00	\$0.00
R 03-4300	R 03-4300 MISCELLANEOUS	\$0.00	\$0.00
R 03-4314	R 03-4314 Founders Day Donations	\$18,000.00	\$2,500.00
R 03-4315	R 03-4315 Donations Other	\$0.00	\$1,000.00
R 03-4316	R 03-4316 Interest on Bank Accounts	\$600.00	\$747.40
R 03-4321	R 03-4321 Transfer To Parks Cover Expens	\$0.00	\$0.00
R 03-4322	R 03-4322 Transfer From Parks	\$0.00	\$0.00
R 03-4323	R 03-4323 Interest Income	\$0.00	\$0.00
R 03-4500	R 03-4500 Parks & Recreation	\$0.00	\$0.00
R 03-4501	R 03-4501 Houston/Willow Crk Parking	\$50.00	\$0.00
R 03-4502	R 03-4502 Bear Paw Park	\$0.00	\$0.00
R 03-4503	R 03-4503 Little Su Park Fees	\$10,000.00	\$5,463.00
R 03-4504	R 03-4504 Dump Fees	\$1,400.00	\$1,076.00
R 03-4505	R 03-4505 Wood Sales	\$1,000.00	\$0.00
R 03-4506	R 03-4506 Pavilion Rental	\$0.00	\$365.00
R 03-4507	R 03-4507 Little Su Day Park	\$40.00	\$20.00
R 03-4508	R 03-4508 Houston/Willow Creek Parking	\$0.00	\$0.00
R 03-4999	R 03-4999 Transfer of Funds	\$0.00	\$0.00
R 04-4316	R 04-4316 Interest on Bank Accounts	\$0.00	\$16,122.41
R 04-4900	R 04-4900 Reserve	\$0.00	\$0.00
R 04-4901	R 04-4901 Reserve	\$0.00	\$0.00
R 04-4999	R 04-4999 Transfer of Funds	\$0.00	\$65,000.00
R 06-4311	R 06-4311 Safety Equipment/Training	\$0.00	\$0.00
R 06-4316	R 06-4316 Interest on Bank Accounts	\$0.00	\$0.00
R 06-4326	R 06-4326 MSHF Covid 19 Grant	\$0.00	\$0.00
R 06-4327	R 06-4327 VFD Fed Pass Thru SOA Grant	\$0.00	\$0.00
R 06-4328	R 06-4328 Wood Innovation24DG11100106814	\$0.00	\$70,000.00
R 06-4700	R 06-4700 InterGovernmental Revenue	\$0.00	\$0.00
R 06-4704	R 06-4704 Healthy & Equitable Community	\$0.00	\$10,539.61
R 06-4800	R 06-4800 Covid Act Funding Program	\$0.00	\$0.00
R 06-4801	R 06-4801 Small Business Relief Grant	\$0.00	\$0.00
R 06-4802	R 06-4802 PPE Personal Protective Gr	\$0.00	\$0.00
R 06-4803	R 06-4803 City Mitigation Reimbursement	\$0.00	\$0.00
R 06-4804	R 06-4804 City Resiliency & Recovery	\$0.00	\$0.00
R 06-4805	R 06-4805 Non Profit Grant	\$0.00	\$0.00
R 06-4807	R 06-4807 Cybersecurity 22SLCGP-GY22	\$121,586.00	\$0.00
R 06-4808	R 06-4808 MSTPF Park design Grant 2025	\$0.00	\$0.00



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R 06-4810	R 06-4810 Coronavirus Local Fiscal Recov	\$0.00	\$0.00
R 06-4999	R 06-4999 Transfer of Funds	\$0.00	\$0.00
R 13-4329	R 13-4329 9 Road repairs	\$0.00	\$1,533,280.25
R 13-4330	R 13-4330 King Arthur Repairs	\$0.00	\$0.00
E 01-100-5000	E 01-100-5000 Personal Services Expenses	\$0.00	\$0.00
E 01-100-5001	E 01-100-5001 Salaries & Wages	\$263,211.20	\$271,723.18
E 01-100-5002	E 01-100-5002 Payroll Taxes SS & Medicare	\$18,856.74	\$20,796.64
E 01-100-5003	E 01-100-5003 ESC Unemployment	\$2,452.11	\$2,716.98
E 01-100-5004	E 01-100-5004 Retirement Deduction Emp	\$0.00	\$0.00
E 01-100-5005	E 01-100-5005 Retirement Co Paid	\$1,622.40	\$0.00
E 01-100-5006	E 01-100-5006 Health & Life Insurance Co	\$76,283.18	\$61,862.83
E 01-100-5007	E 01-100-5007 Workers Compensation	\$9,100.00	\$9,219.12
E 01-100-5009	E 01-100-5009 Background Check & Drug Test	\$0.00	\$0.00
E 01-100-5100	E 01-100-5100 Travel Expense	\$0.00	\$0.00
E 01-100-5101	E 01-100-5101 Travel, Training, Errands, Per	\$4,000.00	\$4,661.74
E 01-100-5102	E 01-100-5102 Safety Security & Training	\$0.00	\$0.00
E 01-100-5200	E 01-100-5200 Facility Expenses	\$0.00	\$0.00
E 01-100-5201	E 01-100-5201 Telephone Expense	\$3,500.00	\$3,566.25
E 01-100-5202	E 01-100-5202 Electric Expense	\$3,550.00	\$3,985.12
E 01-100-5203	E 01-100-5203 Heating Fuel Expense	\$2,000.00	\$0.00
E 01-100-5205	E 01-100-5205 Solid Waste - Garbage	\$1,100.00	\$899.00
E 01-100-5206	E 01-100-5206 Building Repair & Maintenance	\$0.00	\$0.00
E 01-100-5207	E 01-100-5207 Postage& Delivery	\$1,000.00	\$734.98
E 01-100-5208	E 01-100-5208 Licenses & Permits	\$1,000.00	\$3,051.34
E 01-100-5209	E 01-100-5209 Subscriptions & Dues	\$500.00	\$610.87
E 01-100-5210	E 01-100-5210 Certifications & Renewals	\$500.00	\$0.00
E 01-100-5211	E 01-100-5211 Operating Expenses	\$0.00	\$0.00
E 01-100-5212	E 01-100-5212 Advertising & Promotions	\$0.00	\$0.00
E 01-100-5213	E 01-100-5213 Printing & Signage	\$200.00	\$210.17
E 01-100-5214	E 01-100-5214 Bank Fees, Merch Fees, Bad CK	\$1,200.00	\$531.82
E 01-100-5215	E 01-100-5215 Court & State Fees	\$250.00	\$0.00
E 01-100-5216	E 01-100-5216 Penalties & Interest Charges	\$200.00	\$0.00
E 01-100-5217	E 01-100-5217 Discretionary Fund	\$0.00	\$0.00
E 01-100-5218	E 01-100-5218 Bad Debt Return CKs& Unpd Chg	\$0.00	\$0.00
E 01-100-5219	E 01-100-5219 Credit Card Fees & Bank Fees	\$400.00	\$539.35
E 01-100-5220	E 01-100-5220 Donations & Special Events	\$100.00	\$625.00
E 01-100-5221	E 01-100-5221 Founders Day Expenses	\$0.00	\$0.00
E 01-100-5224	E 01-100-5224 Remote Sales Tax Fees	\$3,000.00	\$4,793.19
E 01-100-5300	E 01-100-5300 Supplies	\$0.00	\$0.00
E 01-100-5301	E 01-100-5301 Supplies & Consumables	\$2,000.00	\$2,494.90



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E 01-100-5302	E 01-100-5302	Janitorial Supplies	\$0.00	\$0.00
E 01-100-5304	E 01-100-5304	Equipment & Gear Purchases	\$0.00	\$25.55
E 01-100-5305	E 01-100-5305	Training Supplies & Equipment	\$0.00	\$0.00
E 01-100-5306	E 01-100-5306	Miscellaneous Expenses	\$0.00	\$0.00
E 01-100-5400	E 01-100-5400	Vehicle & Equipment Expenses	\$0.00	\$0.00
E 01-100-5402	E 01-100-5402	Vehicle & Equipment Rental	\$0.00	\$0.00
E 01-100-5403	E 01-100-5403	Vehicle & Equipment Fuel	\$0.00	\$0.00
E 01-100-5500	E 01-100-5500	Insurance Expenses	\$0.00	\$0.00
E 01-100-5501	E 01-100-5501	Mobile Equipment Insurance	\$0.00	\$0.00
E 01-100-5502	E 01-100-5502	General Liability Insurance	\$4,500.00	\$6,056.96
E 01-100-5503	E 01-100-5503	Property Insurance	\$0.00	\$0.00
E 01-100-5504	E 01-100-5504	Vehicle Insurance	\$0.00	\$0.00
E 01-100-5505	E 01-100-5505	Insurance Claim Deduction	\$0.00	\$0.00
E 01-100-5600	E 01-100-5600	Contractual	\$0.00	\$0.00
E 01-100-5601	E 01-100-5601	Contractual Software Expense	\$2,000.00	\$3,892.92
E 01-100-5602	E 01-100-5602	Contractual Leases Office Equi	\$4,000.00	\$2,866.59
E 01-100-5604	E 01-100-5604	Contractual Legal Advice	\$5,000.00	\$19,187.97
E 01-100-5605	E 01-100-5605	Contractual Accounting & Audit	\$8,500.00	\$11,438.84
E 01-100-5606	E 01-100-5606	Contractual Internet, Servers,	\$4,800.00	\$11,593.15
E 01-100-5607	E 01-100-5607	Contractual Engineer Services	\$0.00	\$0.00
E 01-100-5608	E 01-100-5608	Contractual Towing Services	\$0.00	\$0.00
E 01-100-5609	E 01-100-5609	Contractual Veterinary Service	\$0.00	\$0.00
E 01-100-5610	E 01-100-5610	Contractual Security Monitorin	\$250.00	\$277.00
E 01-100-5611	E 01-100-5611	Contractual LID	\$0.00	\$0.00
E 01-100-5612	E 01-100-5612	Contractual Planner	\$0.00	\$0.00
E 01-100-5617	E 01-100-5617	Contractual Janitorial Service	\$7,000.00	\$6,730.00
E 01-100-5700	E 01-100-5700	Founders Day Expenses	\$0.00	\$0.00
E 01-100-5904	E 01-100-5904	Hearing Officer	\$100.00	\$0.00
E 01-100-5905	E 01-100-5905	Transcripts & Expenses	\$0.00	\$0.00
E 01-100-6101	E 01-100-6101	Bank Service Charges	\$0.00	\$0.00
E 01-100-6102	E 01-100-6102	Unallocated Funds	\$0.00	\$0.00
E 01-100-6103	E 01-100-6103	Purchase Orders	\$0.00	\$0.00
E 01-100-6200	E 01-100-6200	Grants Expenses	\$0.00	\$0.00
E 01-100-6201	E 01-100-6201	Insurance Paid for Safety Equi	\$0.00	\$0.00
E 01-100-6202	E 01-100-6202	Community Assistant Program	\$0.00	\$0.00
E 01-100-6204	E 01-100-6204	Morvro Lake Natural Gas	\$0.00	\$0.00
E 01-100-9999	E 01-100-9999	Prior Period Adjustment	\$0.00	\$0.00
E 01-101-5000	E 01-101-5000	Personal Services Expenses	\$0.00	\$0.00
E 01-101-5001	E 01-101-5001	Salaries & Wages	\$7,000.00	\$5,050.00
E 01-101-5002	E 01-101-5002	Payroll Taxes SS & Medicare	\$344.00	\$511.17



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E 01-101-5003	E 01-101-5003	ESC Unemployment	\$50.00	\$19.55
E 01-101-5004	E 01-101-5004	Retirement Deduction Emp	\$0.00	\$0.00
E 01-101-5005	E 01-101-5005	Retirement Co Paid	\$0.00	\$0.00
E 01-101-5006	E 01-101-5006	Health & Life Insurance Co	\$0.00	\$0.00
E 01-101-5007	E 01-101-5007	Workers Compensation	\$0.00	\$0.00
E 01-101-5100	E 01-101-5100	Travel Expense	\$0.00	\$0.00
E 01-101-5101	E 01-101-5101	Travel, Training, Errands, Per	\$3,000.00	\$3,877.33
E 01-101-5200	E 01-101-5200	Facility Expenses	\$0.00	\$0.00
E 01-101-5201	E 01-101-5201	Telephone Expense	\$1,400.00	\$1,116.11
E 01-101-5207	E 01-101-5207	Postage& Delivery	\$100.00	\$31.97
E 01-101-5209	E 01-101-5209	Subscriptions & Dues	\$1,000.00	\$50.00
E 01-101-5213	E 01-101-5213	Printing & Signage	\$250.00	\$0.00
E 01-101-5220	E 01-101-5220	Donations & Special Events	\$250.00	\$625.00
E 01-101-5221	E 01-101-5221	Founders Day Expenses	\$0.00	\$0.00
E 01-101-5300	E 01-101-5300	Supplies	\$0.00	\$0.00
E 01-101-5301	E 01-101-5301	Supplies & Consumables	\$1,200.00	\$493.84
E 01-101-5302	E 01-101-5302	Janitorial Supplies	\$0.00	\$0.00
E 01-101-5304	E 01-101-5304	Equipment & Gear Purchases	\$2,000.00	\$1,781.04
E 01-101-5306	E 01-101-5306	Miscellaneous Expenses	\$0.00	\$0.00
E 01-101-5400	E 01-101-5400	Vehicle & Equipment Expenses	\$0.00	\$0.00
E 01-101-5403	E 01-101-5403	Vehicle & Equipment Fuel	\$0.00	\$0.00
E 01-101-5600	E 01-101-5600	Contractual	\$0.00	\$0.00
E 01-101-5601	E 01-101-5601	Contractual Software Expense	\$1,500.00	\$3,411.25
E 01-101-5604	E 01-101-5604	Contractual Legal Advice	\$41,000.00	\$24,890.95
E 01-101-5605	E 01-101-5605	Contractual Accounting & Audit	\$8,500.00	\$11,438.83
E 01-101-5606	E 01-101-5606	Contractual Internet, Servers,	\$4,800.00	\$8,711.35
E 01-101-5700	E 01-101-5700	Founders Day Expenses	\$0.00	\$0.00
E 01-101-5903	E 01-101-5903	Appeals / Hearings	\$0.00	\$0.00
E 01-101-5904	E 01-101-5904	Hearing Officer	\$0.00	\$0.00
E 01-102-5800	E 01-102-5800	Records Info Program	\$0.00	\$0.00
E 01-102-5801	E 01-102-5801	Records Software	\$4,500.00	\$3,732.40
E 01-102-5802	E 01-102-5802	Records Supplies	\$200.00	\$0.00
E 01-102-5803	E 01-102-5803	Records Destruction Expense	\$500.00	\$0.00
E 01-103-5209	E 01-103-5209	Subscriptions & Dues	\$0.00	\$0.00
E 01-103-5212	E 01-103-5212	Advertising & Promotions	\$700.00	\$814.00
E 01-103-5225	E 01-103-5225	Licenses & Warranties	\$1,200.00	\$1,089.00
E 01-103-5301	E 01-103-5301	Supplies & Consumables	\$500.00	\$0.00
E 01-103-5304	E 01-103-5304	Equipment & Gear Purchases	\$0.00	\$0.00
E 01-103-5604	E 01-103-5604	Contractual Legal Advice	\$0.00	\$6,585.84
E 01-103-5900	E 01-103-5900	Elections	\$0.00	\$0.00



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E 01-103-5901	E 01-103-5901	Ballots Expense	\$3,500.00	\$2,963.54
E 01-103-5902	E 01-103-5902	Casual Labor/Election	\$1,500.00	\$2,431.72
E 01-103-5903	E 01-103-5903	Appeals / Hearings	\$0.00	\$0.00
E 01-103-5904	E 01-103-5904	Hearing Officer	\$0.00	\$0.00
E 01-103-5905	E 01-103-5905	Transcripts & Expenses	\$0.00	\$0.00
E 01-104-5000	E 01-104-5000	Personal Services Expenses	\$0.00	\$0.00
E 01-104-5001	E 01-104-5001	Salaries & Wages	\$179,622.88	\$169,221.56
E 01-104-5002	E 01-104-5002	Payroll Taxes SS & Medicare	\$17,441.93	\$13,068.56
E 01-104-5003	E 01-104-5003	ESC Unemployment	\$1,927.43	\$1,708.39
E 01-104-5004	E 01-104-5004	Retirement Deduction Emp	\$0.00	\$0.00
E 01-104-5005	E 01-104-5005	Retirement Co Paid	\$3,173.73	\$0.00
E 01-104-5006	E 01-104-5006	Health & Life Insurance Co	\$37,809.92	\$38,974.78
E 01-104-5007	E 01-104-5007	Workers Compensation	\$7,200.00	\$10,282.49
E 01-104-5008	E 01-104-5008	Fireworks Public Education	\$1,500.00	\$0.00
E 01-104-5009	E 01-104-5009	Background Check & Drug Test	\$400.00	\$34.98
E 01-104-5100	E 01-104-5100	Travel Expense	\$0.00	\$0.00
E 01-104-5101	E 01-104-5101	Travel, Training, Errands, Per	\$1,500.00	\$2,586.23
E 01-104-5102	E 01-104-5102	Safety Security & Training	\$750.00	\$125.00
E 01-104-5200	E 01-104-5200	Facility Expenses	\$0.00	\$0.00
E 01-104-5201	E 01-104-5201	Telephone Expense	\$8,500.00	\$5,668.81
E 01-104-5202	E 01-104-5202	Electric Expense	\$20,000.00	\$18,430.09
E 01-104-5203	E 01-104-5203	Heating Fuel Expense	\$9,000.00	\$15,570.90
E 01-104-5204	E 01-104-5204	Natural Gas	\$3,500.00	\$3,127.48
E 01-104-5205	E 01-104-5205	Solid Waste - Garbage	\$3,500.00	\$2,459.85
E 01-104-5206	E 01-104-5206	Building Repair & Maintenance	\$5,000.00	\$3,828.38
E 01-104-5207	E 01-104-5207	Postage& Delivery	\$500.00	\$128.33
E 01-104-5208	E 01-104-5208	Licenses & Permits	\$2,000.00	\$3,652.41
E 01-104-5209	E 01-104-5209	Subscriptions & Dues	\$3,000.00	\$2,368.11
E 01-104-5210	E 01-104-5210	Certifications & Renewals	\$500.00	\$205.00
E 01-104-5211	E 01-104-5211	Operating Expenses	\$0.00	\$0.00
E 01-104-5212	E 01-104-5212	Advertising & Promotions	\$500.00	\$0.00
E 01-104-5213	E 01-104-5213	Printing & Signage	\$600.00	\$559.32
E 01-104-5214	E 01-104-5214	Bank Fees, Merch Fees, Bad CK	\$0.00	\$0.00
E 01-104-5216	E 01-104-5216	Penalties & Interest Charges	\$0.00	\$0.00
E 01-104-5217	E 01-104-5217	Discretionary Fund	\$0.00	\$0.00
E 01-104-5219	E 01-104-5219	Credit Card Fees & Bank Fees	\$0.00	\$0.00
E 01-104-5220	E 01-104-5220	Donations & Special Events	\$0.00	\$625.00
E 01-104-5300	E 01-104-5300	Supplies	\$0.00	\$0.00
E 01-104-5301	E 01-104-5301	Supplies & Consumables	\$800.00	\$1,484.46
E 01-104-5302	E 01-104-5302	Janitorial Supplies	\$600.00	\$376.34



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E 01-104-5303	E 01-104-5303	Animal Food & Supplies	\$0.00	\$0.00
E 01-104-5304	E 01-104-5304	Equipment & Gear Purchases	\$40,000.00	\$23,991.87
E 01-104-5305	E 01-104-5305	Training Supplies & Equipment	\$1,500.00	\$1,463.13
E 01-104-5306	E 01-104-5306	Miscellaneous Expenses	\$700.00	\$718.20
E 01-104-5400	E 01-104-5400	Vehicle & Equipment Expenses	\$0.00	\$0.00
E 01-104-5401	E 01-104-5401	Vehicle Equipment Maintenance	\$15,000.00	\$35,565.06
E 01-104-5402	E 01-104-5402	Vehicle & Equipment Rental	\$500.00	\$0.00
E 01-104-5403	E 01-104-5403	Vehicle & Equipment Fuel	\$15,000.00	\$13,004.55
E 01-104-5500	E 01-104-5500	Insurance Expenses	\$0.00	\$0.00
E 01-104-5501	E 01-104-5501	Mobile Equipment Insurance	\$400.00	\$0.00
E 01-104-5502	E 01-104-5502	General Liability Insurance	\$5,000.00	\$6,705.92
E 01-104-5503	E 01-104-5503	Property Insurance	\$45,000.00	\$49,256.00
E 01-104-5504	E 01-104-5504	Vehicle Insurance	\$22,000.00	\$17,646.75
E 01-104-5505	E 01-104-5505	Insurance Claim Deduction	\$10,000.00	\$0.00
E 01-104-5600	E 01-104-5600	Contractual	\$0.00	\$0.00
E 01-104-5601	E 01-104-5601	Contractual Software Expense	\$2,500.00	\$3,442.91
E 01-104-5602	E 01-104-5602	Contractual Leases Office Equi	\$2,500.00	\$1,910.51
E 01-104-5603	E 01-104-5603	Contractual Medical Care	\$1,500.00	\$22.00
E 01-104-5604	E 01-104-5604	Contractual Legal Advice	\$500.00	\$0.00
E 01-104-5605	E 01-104-5605	Contractual Accounting & Audit	\$8,500.00	\$11,438.81
E 01-104-5606	E 01-104-5606	Contractual Internet, Servers,	\$4,800.00	\$8,469.11
E 01-104-5608	E 01-104-5608	Contractual Towing Services	\$1,500.00	\$0.00
E 01-104-5609	E 01-104-5609	Contractual Veterinary Service	\$0.00	\$0.00
E 01-104-5610	E 01-104-5610	Contractual Security Monitorin	\$1,000.00	\$1,089.62
E 01-104-5613	E 01-104-5613	Contractual Maintenance Servic	\$36,000.00	\$36,000.00
E 01-104-5614	E 01-104-5614	Contractual Dispatch Service	\$15,000.00	\$13,200.00
E 01-104-6103	E 01-104-6103	Purchase Orders	\$0.00	\$0.00
E 01-104-6200	E 01-104-6200	Grants Expenses	\$0.00	\$0.00
E 01-104-6201	E 01-104-6201	Insurance Paid for Safety Equi	\$0.00	\$0.00
E 01-104-6207	E 01-104-6207	VFD Grant	\$0.00	\$7,224.20
E 01-105- 8001	E 01-105- 8001		\$0.00	\$0.00
E 01-105-5000	E 01-105-5000	Personal Services Expenses	\$0.00	\$0.00
E 01-105-5001	E 01-105-5001	Salaries & Wages	\$286,968.00	\$274,170.42
E 01-105-5002	E 01-105-5002	Payroll Taxes SS & Medicare	\$20,716.00	\$20,735.22
E 01-105-5003	E 01-105-5003	ESC Unemployment	\$2,615.00	\$2,741.54
E 01-105-5004	E 01-105-5004	Retirement Deduction Emp	\$0.00	\$0.00
E 01-105-5005	E 01-105-5005	Retirement Co Paid	\$2,052.34	\$2,092.80
E 01-105-5006	E 01-105-5006	Health & Life Insurance Co	\$39,799.92	\$40,185.95
E 01-105-5007	E 01-105-5007	Workers Compensation	\$12,500.00	\$14,598.39
E 01-105-5009	E 01-105-5009	Background Check & Drug Test	\$209.88	\$117.44



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E 01-105-5100	E 01-105-5100 Travel Expense	\$0.00	\$0.00
E 01-105-5101	E 01-105-5101 Travel, Training, Errands, Per	\$1,500.00	\$352.34
E 01-105-5102	E 01-105-5102 Safety Security & Training	\$500.00	\$1,762.84
E 01-105-5200	E 01-105-5200 Facility Expenses	\$0.00	\$0.00
E 01-105-5201	E 01-105-5201 Telephone Expense	\$4,000.00	\$3,790.91
E 01-105-5202	E 01-105-5202 Electric Expense	\$5,000.00	\$10,122.81
E 01-105-5203	E 01-105-5203 Heating Fuel Expense	\$7,000.00	\$8,140.09
E 01-105-5204	E 01-105-5204 Natural Gas	\$0.00	\$0.00
E 01-105-5205	E 01-105-5205 Solid Waste - Garbage	\$5,500.00	\$2,283.75
E 01-105-5206	E 01-105-5206 Building Repair & Maintenance	\$6,000.00	\$15,876.79
E 01-105-5207	E 01-105-5207 Postage& Delivery	\$1,070.95	\$374.83
E 01-105-5208	E 01-105-5208 Licenses & Permits	\$1,500.00	\$2,012.76
E 01-105-5209	E 01-105-5209 Subscriptions & Dues	\$75.00	\$1,325.60
E 01-105-5210	E 01-105-5210 Certifications & Renewals	\$75.00	\$125.00
E 01-105-5211	E 01-105-5211 Operating Expenses	\$0.00	\$73.16
E 01-105-5212	E 01-105-5212 Advertising & Promotions	\$500.00	\$647.45
E 01-105-5213	E 01-105-5213 Printing & Signage	\$1,500.00	\$301.44
E 01-105-5214	E 01-105-5214 Bank Fees, Merch Fees, Bad CK	\$0.00	\$0.00
E 01-105-5216	E 01-105-5216 Penalties & Interest Charges	\$0.00	\$0.00
E 01-105-5217	E 01-105-5217 Discretionary Fund	\$0.00	\$0.00
E 01-105-5219	E 01-105-5219 Credit Card Fees & Bank Fees	\$0.00	\$0.00
E 01-105-5220	E 01-105-5220 Donations & Special Events	\$0.00	\$625.00
E 01-105-5222	E 01-105-5222 Summer Maintenance	\$36,000.00	\$36,227.21
E 01-105-5223	E 01-105-5223 Winter Maintenance	\$25,000.00	\$22,574.70
E 01-105-5300	E 01-105-5300 Supplies	\$0.00	\$0.00
E 01-105-5301	E 01-105-5301 Supplies & Consumables	\$2,500.00	\$8,517.54
E 01-105-5302	E 01-105-5302 Janitorial Supplies	\$750.00	\$101.97
E 01-105-5304	E 01-105-5304 Equipment & Gear Purchases	\$5,000.00	\$29,200.27
E 01-105-5305	E 01-105-5305 Training Supplies & Equipment	\$1,000.00	\$66.50
E 01-105-5306	E 01-105-5306 Miscellaneous Expenses	\$0.00	\$0.00
E 01-105-5400	E 01-105-5400 Vehicle & Equipment Expenses	\$0.00	\$0.00
E 01-105-5401	E 01-105-5401 Vehicle Equipment Maintenance	\$15,000.00	\$54,092.07
E 01-105-5402	E 01-105-5402 Vehicle & Equipment Rental	\$5,000.00	\$1,800.00
E 01-105-5403	E 01-105-5403 Vehicle & Equipment Fuel	\$25,000.00	\$20,372.52
E 01-105-5500	E 01-105-5500 Insurance Expenses	\$0.00	\$0.00
E 01-105-5501	E 01-105-5501 Mobile Equipment Insurance	\$2,000.00	\$457.97
E 01-105-5502	E 01-105-5502 General Liability Insurance	\$7,000.00	\$8,869.12
E 01-105-5503	E 01-105-5503 Property Insurance	\$4,500.00	\$4,947.00
E 01-105-5504	E 01-105-5504 Vehicle Insurance	\$7,500.00	\$6,880.00
E 01-105-5505	E 01-105-5505 Insurance Claim Deduction	\$2,500.00	\$0.00



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E 01-105-5600	E 01-105-5600 Contractual	\$0.00	\$0.00
E 01-105-5601	E 01-105-5601 Contractual Software Expense	\$2,500.00	\$3,700.42
E 01-105-5602	E 01-105-5602 Contractual Leases Office Equi	\$2,761.70	\$2,421.60
E 01-105-5604	E 01-105-5604 Contractual Legal Advice	\$18,000.00	\$15,169.51
E 01-105-5605	E 01-105-5605 Contractual Accounting & Audit	\$8,500.00	\$11,438.81
E 01-105-5606	E 01-105-5606 Contractual Internet, Servers,	\$4,800.00	\$10,750.45
E 01-105-5607	E 01-105-5607 Contractual Engineer Services	\$14,000.00	\$0.00
E 01-105-5608	E 01-105-5608 Contractual Towing Services	\$4,000.00	\$3,188.64
E 01-105-5610	E 01-105-5610 Contractual Security Monitorin	\$200.00	\$277.00
E 01-105-5611	E 01-105-5611 Contractual LID	\$0.00	\$0.00
E 01-105-5612	E 01-105-5612 Contractual Planner	\$0.00	\$0.00
E 01-105-6103	E 01-105-6103 Purchase Orders	\$0.00	\$0.00
E 01-105-6200	E 01-105-6200 Grants Expenses	\$0.00	\$0.00
E 01-105-6201	E 01-105-6201 Insurance Paid for Safety Equi	\$0.00	\$0.00
E 01-106-5001	E 01-106-5001 Salaries & Wages	\$7,257.12	\$6,126.08
E 01-106-5002	E 01-106-5002 Payroll Taxes SS & Medicare	\$558.07	\$468.75
E 01-106-5003	E 01-106-5003 ESC Unemployment	\$72.57	\$61.17
E 01-106-5005	E 01-106-5005 Retirement Co Paid	\$217.71	\$0.00
E 01-106-5006	E 01-106-5006 Health & Life Insurance Co	\$1,990.00	\$1,604.93
E 01-106-5007	E 01-106-5007 Workers Compensation	\$800.00	\$0.00
E 01-106-5101	E 01-106-5101 Travel, Training, Errands, Per	\$1,000.00	\$0.00
E 01-106-5102	E 01-106-5102 Safety Security & Training	\$400.00	\$0.00
E 01-106-5201	E 01-106-5201 Telephone Expense	\$800.00	\$0.00
E 01-106-5202	E 01-106-5202 Electric Expense	\$1,600.00	\$2,423.42
E 01-106-5203	E 01-106-5203 Heating Fuel Expense	\$2,000.00	\$2,020.41
E 01-106-5204	E 01-106-5204 Natural Gas	\$0.00	\$0.00
E 01-106-5205	E 01-106-5205 Solid Waste - Garbage	\$1,000.00	\$0.00
E 01-106-5206	E 01-106-5206 Building Repair & Maintenance	\$4,000.00	\$5,480.63
E 01-106-5207	E 01-106-5207 Postage& Delivery	\$0.00	\$0.00
E 01-106-5212	E 01-106-5212 Advertising & Promotions	\$250.00	\$0.00
E 01-106-5301	E 01-106-5301 Supplies & Consumables	\$500.00	\$635.23
E 01-106-5302	E 01-106-5302 Janitorial Supplies	\$250.00	\$99.83
E 01-106-5303	E 01-106-5303 Animal Food & Supplies	\$500.00	\$1,487.85
E 01-106-5304	E 01-106-5304 Equipment & Gear Purchases	\$1,000.00	\$0.00
E 01-106-5306	E 01-106-5306 Miscellaneous Expenses	\$470.00	\$0.00
E 01-106-5307	E 01-106-5307 Abandoned & Feral Cat Respons	\$15,000.00	\$6,162.32
E 01-106-5609	E 01-106-5609 Contractual Veterinary Service	\$4,000.00	\$0.00
E 01-106-5615	E 01-106-5615 Contractual Clear Cat Rescue	\$0.00	\$0.00
E 01-106-5616	E 01-106-5616 Contractual MSB AC&R	\$13,000.00	\$15,763.80
E 02-113-8057	E 02-113-8057 Emergency 9 Road Repair Recons	\$0.00	\$0.00



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E 02-113-8058	E 02-113-8058 King Arthur Emergency Repair	\$0.00	\$0.00
E 13-113-5001	E 13-113-5001 Salaries & Wages	\$0.00	\$355.40
E 13-113-5002	E 13-113-5002 Payroll Taxes SS & Medicare	\$0.00	\$27.18
E 13-113-5003	E 13-113-5003 ESC Unemployment	\$0.00	\$3.55
E 13-113-5004	E 13-113-5004 Retirement Deduction Emp	\$0.00	\$0.00
E 13-113-5005	E 13-113-5005 Retirement Co Paid	\$0.00	\$0.00
E 13-113-5006	E 13-113-5006 Health & Life Insurance Co	\$0.00	\$19.17
E 13-113-5007	E 13-113-5007 Workers Compensation	\$0.00	\$0.00
E 13-113-8057	E 13-113-8057 Emergency 9 Road Repair Recons	\$0.00	\$1,539,478.65
E 13-113-8058	E 13-113-8058 King Arthur Emergency Repair	\$0.00	\$9,185.23
E 02-200- 8001	E 02-200- 8001	\$0.00	\$0.00
E 02-200-5212	E 02-200-5212 Advertising & Promotions	\$0.00	\$0.00
E 02-200-5214	E 02-200-5214 Bank Fees, Merch Fees, Bad CK	\$0.00	\$0.00
E 02-200-5218	E 02-200-5218 Bad Debt Return CKs& Unpd Chg	\$0.00	\$0.00
E 02-200-5304	E 02-200-5304 Equipment & Gear Purchases	\$0.00	\$0.00
E 02-200-6205	E 02-200-6205 Cap Enchanted Rd Gas	\$0.00	\$0.00
E 02-200-8000	E 02-200-8000 Capital Projects	\$0.00	\$0.00
E 02-200-8002	E 02-200-8002 Cap Ford F450 Plower/Sander	\$0.00	\$0.00
E 02-200-8003	E 02-200-8003 Capital Ford F250	\$0.00	\$0.00
E 02-200-8004	E 02-200-8004 Capital City Land	\$0.00	\$9,969.74
E 02-200-8005	E 02-200-8005 Capital Recording Documents	\$0.00	\$40.00
E 02-200-8006	E 02-200-8006 Capital Multiuse Facility	\$0.00	\$0.00
E 02-200-8007	E 02-200-8007 Capital City Hall Paving	\$0.00	\$0.00
E 02-200-8008	E 02-200-8008 Capital Computer System Upgrad	\$0.00	\$0.00
E 02-200-8009	E 02-200-8009 Capital City Hall Repairs	\$0.00	\$0.00
E 02-200-8010	E 02-200-8010 Capital Road Grader	\$0.00	\$0.00
E 02-200-8011	E 02-200-8011 Capital D3 Bulldozer	\$0.00	\$0.00
E 02-200-8012	E 02-200-8012 Capital 40X60 Steel Shop	\$0.00	\$0.00
E 02-200-8013	E 02-200-8013 Capital Dump Truck	\$0.00	\$0.00
E 02-200-8014	E 02-200-8014 Capital Equipment Trailer	\$0.00	\$0.00
E 02-200-8015	E 02-200-8015 Capital Park & Rec Trail Plan	\$0.00	\$0.00
E 02-200-8016	E 02-200-8016 Capital Bear Paw ADA Park	\$0.00	\$0.00
E 02-200-8017	E 02-200-8017 Capital Houston/Willow Crk II	\$0.00	\$0.00
E 02-200-8018	E 02-200-8018 Capital Parks Restroom Upgrade	\$0.00	\$0.00
E 02-200-8019	E 02-200-8019 Capital Self Contained Breath	\$0.00	\$0.00
E 02-200-8020	E 02-200-8020 Capital Renovate 9-1	\$0.00	\$0.00
E 02-200-8021	E 02-200-8021 Capital Ladder Truck Engine Qu	\$0.00	\$0.00
E 02-200-8022	E 02-200-8022 Capital Disaster Commun System	\$0.00	\$0.00
E 02-200-8023	E 02-200-8023 Capital School Campus Pathway	\$0.00	\$0.00
E 02-200-8024	E 02-200-8024 Cap Police Officer & Veh Stora	\$0.00	\$0.00



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E 02-200-8025	E 02-200-8025	Cap Community Police Supply	\$0.00	\$0.00
E 02-200-8026	E 02-200-8026	Capital Patrol Vehicle	\$0.00	\$0.00
E 02-200-8027	E 02-200-8027	Capital Police Protect Equip	\$0.00	\$0.00
E 02-200-8028	E 02-200-8028	Capital Hire Consulting Firm	\$0.00	\$0.00
E 02-200-8029	E 02-200-8029	Cap Non Motor Boat Launch RH	\$0.00	\$0.00
E 02-200-8030	E 02-200-8030	Cap Emerg Dry Hydrants	\$0.00	\$0.00
E 02-200-8031	E 02-200-8031	Cap Heavy Rescue Truck	\$0.00	\$0.00
E 02-200-8032	E 02-200-8032	Cap Quick Attack Fire Eng 91	\$0.00	\$0.00
E 02-200-8033	E 02-200-8033	Cap Replace Fire Truck 9-2	\$0.00	\$0.00
E 02-200-8034	E 02-200-8034	CapThermal Imaging Camaras	\$0.00	\$0.00
E 02-200-8035	E 02-200-8035	Cap Replace Nozzels & Hoses	\$0.00	\$0.00
E 02-200-8036	E 02-200-8036	Cap Dog Park Little Su	\$0.00	\$0.00
E 02-200-8037	E 02-200-8037	Cap Public Works Facility	\$0.00	\$0.00
E 02-200-8038	E 02-200-8038	Cap Fire Training Facility	\$0.00	\$0.00
E 02-200-8039	E 02-200-8039	Cap Intermodal Parking Lot	\$0.00	\$0.00
E 02-200-8040	E 02-200-8040	Cap Transfer Station	\$0.00	\$0.00
E 02-200-8041	E 02-200-8041	Cap Telephone System	\$0.00	\$0.00
E 02-200-8042	E 02-200-8042	Cap Techn Upgrade/Replace	\$0.00	\$0.00
E 02-200-8043	E 02-200-8043	Cap Ballot Tabulation System	\$0.00	\$0.00
E 02-200-8044	E 02-200-8044	Cap Audio Visual System	\$0.00	\$0.00
E 02-200-8045	E 02-200-8045	Capital Cheri Lake Rd	\$0.00	\$0.00
E 02-200-8046	E 02-200-8046	Capital Covered Sand Storage	\$0.00	\$0.00
E 02-200-8047	E 02-200-8047	Cap Armstrong Rd Susitna Cross	\$0.00	\$0.00
E 02-200-8048	E 02-200-8048	Cap Parks & Rec Plan	\$0.00	\$0.00
E 02-200-8049	E 02-200-8049	Cap Firefighting Turnouts	\$0.00	\$0.00
E 02-200-8050	E 02-200-8050	Cap Movrov Sub N Dana CT	\$0.00	\$0.00
E 02-200-8051	E 02-200-8051	Cap Equipment AML Grant Match	\$252,580.85	\$257,680.84
E 02-200-8052	E 02-200-8052	Cap Gas ext Annex Station	\$0.00	\$0.00
E 02-200-8053	E 02-200-8053	Cap Gas ext Animal Shelter	\$0.00	\$0.00
E 02-200-8054	E 02-200-8054	Cap Ergonomic Office Furniture	\$0.00	\$0.00
E 02-200-8055	E 02-200-8055	Cap New Computers all depts	\$0.00	\$0.00
E 02-200-8056	E 02-200-8056	Cap New Breakroom Sink	\$0.00	\$0.00
E 02-200-8059	E 02-200-8059	Cap Drainage Praetor Lake Ph1	\$40,000.00	\$53,601.91
E 02-200-8060	E 02-200-8060	Inst Security Cameras Parks Tr	\$3,500.00	\$1,063.95
E 02-200-8061	E 02-200-8061	Cap Remodel Server Room	\$0.00	\$0.00
E 02-200-8062	E 02-200-8062	Video & Microphone System Upgr	\$0.00	\$0.00
E 03-300-5000	E 03-300-5000	Personal Services Expenses	\$0.00	\$0.00
E 03-300-5001	E 03-300-5001	Salaries & Wages	\$2,750.00	\$2,557.95
E 03-300-5002	E 03-300-5002	Payroll Taxes SS & Medicare	\$0.00	\$195.70
E 03-300-5003	E 03-300-5003	ESC Unemployment	\$0.00	\$25.58



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E 03-300-5004	E 03-300-5004	Retirement Deduction Emp	\$0.00	\$0.00
E 03-300-5005	E 03-300-5005	Retirement Co Paid	\$0.00	\$0.00
E 03-300-5006	E 03-300-5006	Health & Life Insurance Co	\$0.00	\$0.00
E 03-300-5007	E 03-300-5007	Workers Compensation	\$0.00	\$0.00
E 03-300-5200	E 03-300-5200	Facility Expenses	\$0.00	\$0.00
E 03-300-5202	E 03-300-5202	Electric Expense	\$600.00	\$845.76
E 03-300-5205	E 03-300-5205	Solid Waste - Garbage	\$2,500.00	\$2,406.08
E 03-300-5206	E 03-300-5206	Building Repair & Maintenance	\$3,000.00	\$2,793.24
E 03-300-5207	E 03-300-5207	Postage& Delivery	\$0.00	\$0.00
E 03-300-5211	E 03-300-5211	Operating Expenses	\$50.00	\$2,313.72
E 03-300-5212	E 03-300-5212	Advertising & Promotions	\$500.00	\$0.00
E 03-300-5213	E 03-300-5213	Printing & Signage	\$250.00	\$98.66
E 03-300-5214	E 03-300-5214	Bank Fees, Merch Fees, Bad CK	\$0.00	\$0.00
E 03-300-5220	E 03-300-5220	Donations & Special Events	\$0.00	\$0.00
E 03-300-5221	E 03-300-5221	Founders Day Expenses	\$15,000.00	\$6,691.72
E 03-300-5300	E 03-300-5300	Supplies	\$0.00	\$0.00
E 03-300-5301	E 03-300-5301	Supplies & Consumables	\$500.00	\$5,950.76
E 03-300-5302	E 03-300-5302	Janitorial Supplies	\$500.00	\$0.00
E 03-300-5304	E 03-300-5304	Equipment & Gear Purchases	\$250.00	\$0.00
E 03-300-5306	E 03-300-5306	Miscellaneous Expenses	\$100.00	\$234.00
E 03-300-5400	E 03-300-5400	Vehicle & Equipment Expenses	\$0.00	\$0.00
E 03-300-5401	E 03-300-5401	Vehicle Equipment Maintenance	\$500.00	\$319.31
E 03-300-5402	E 03-300-5402	Vehicle & Equipment Rental	\$500.00	\$12,360.00
E 03-300-5403	E 03-300-5403	Vehicle & Equipment Fuel	\$200.00	\$19.75
E 03-300-5500	E 03-300-5500	Insurance Expenses	\$0.00	\$0.00
E 03-300-5501	E 03-300-5501	Mobile Equipment Insurance	\$0.00	\$0.00
E 03-300-5502	E 03-300-5502	General Liability Insurance	\$0.00	\$0.00
E 03-300-5503	E 03-300-5503	Property Insurance	\$55.00	\$0.00
E 03-300-5505	E 03-300-5505	Insurance Claim Deduction	\$0.00	\$0.00
E 01-600-6207	E 01-600-6207	VFD Grant	\$0.00	\$0.00
E 06-600-5102	E 06-600-5102	Safety Security & Training	\$0.00	\$0.00
E 06-600-6000	E 06-600-6000	COVID-19 Cares Act Funding Pro	\$0.00	\$0.00
E 06-600-6001	E 06-600-6001	Small Business Relief Grant	\$0.00	\$0.00
E 06-600-6002	E 06-600-6002	Personal Protective Grant	\$0.00	\$0.00
E 06-600-6003	E 06-600-6003	City Resiliency & Recovery	\$0.00	\$0.00
E 06-600-6004	E 06-600-6004	Non Profit COVID-19 Relief Gra	\$0.00	\$0.00
E 06-600-6005	E 06-600-6005	City Mitigation Reimbursement	\$0.00	\$0.00
E 06-600-6006	E 06-600-6006	Houston Jr/Sr High School	\$0.00	\$0.00
E 06-600-6200	E 06-600-6200	Grants Expenses	\$0.00	\$0.00
E 06-600-6206	E 06-600-6206	MSHF Covid 19	\$0.00	\$0.00



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E 06-600-6207	E 06-600-6207 VFD Grant	\$0.00	\$0.00
E 06-600-6208	E 06-600-6208 Healthy & Equitable Grant	\$0.00	\$0.00
E 06-600-6209	E 06-600-6209 Cybersecurity 22SLCGP-GY22	\$121,586.00	\$58,946.81
E 06-600-6210	E 06-600-6210 MSTPF Parks design grant 2025	\$0.00	\$0.00
E 04-610-6100	E 04-610-6100 Reserve Expense	\$0.00	\$0.00



July 2025

July has been a month of steady progress and tangible improvements for the Public Works Department. Our crew has been tackling some critical infrastructure projects designed to improve drainage, enhance safety, and prepare our city for the challenges of winter.

One of the projects we began this month is a ditching project off Maid Marian Drive. This effort focuses on widening existing ditches to improve water flow and, just as importantly, to create sufficient space for our snowplows to operate efficiently when the winter months arrive. Proper snow removal is essential to keep our roads safe and accessible, and this project lays the groundwork for smoother winter operations.

In addition, we launched a major brush clearing and ditching project along North Castle Drive, extending over both sides of the road.





This work will help redirect water away from unwanted areas and prevent flooding or pooling that could cause damage or hazards. Our efforts also continue along King Arthur Drive, from Enchanted Circle to North Castle Drive, where crews have been installing new culverts to improve drainage.



Throughout this project, we've maintained close communication with residents to ensure their needs and concerns are addressed.

City of Houston, Public Work's • P.O. Box 940027 • Houston, Alaska 99694-0027
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Website: www.houstonak.us

Beyond drainage, Public Works has been deeply involved in enhancing community spaces. We've teamed up with Susitna Rotary to facilitate the installation of a new playground at Rotary Park—an exciting addition that will bring joy and activity to families throughout Houston. Complementing this, we were able to work with Northern Asphalt, the lowest bidder for this project, and through their generosity, we were able to complete the paving of an accessible parking lot at Rotary Park and the Little Susitna Day Use Area with our awarded funding. This project, funded through grants from AARP and the Susitna Rotary, has created a multi-use parking area and trail that is accessible to all abilities, expanding the reach and enjoyment of these shared community spaces. We're incredibly grateful for the support of both organizations, whose contributions made this project a reality in a very short window of time.



Northern Asphalt paving an accessible parking area at Rotary Park/ Little Su day Use Area



Construction of a Children's Playground at Little Su Day Use Area

As summer winds down, Public Works is also turning its attention to winter preparation. We have been focused on servicing and maintaining all city equipment to ensure everything is in top condition before snow and ice arrive. Preventive maintenance is vital to minimize breakdowns and keep operations running smoothly through the cold months. We have switched our fleet maintenance to a new, local vendor, Alaskan Auto Care, this year, and it has allowed the City to save costs due to travel time. We have also been able to stay focused on our work without the hassle of dealing with repairs. Additionally, we have secured our entire winter sand supply, stockpiling this essential resource ahead of time so we are ready for whatever weather may come.

Another important effort underway is a comprehensive inventory of missing or damaged signage throughout the city. Recognizing that clear, visible signage is crucial for public safety and navigation, we have developed a plan to replace many of these signs before winter sets in. This initiative addresses a longstanding need and will greatly improve road safety and direction for residents and visitors alike.



Over the past year, the City of Houston has seen remarkable growth and improvement thanks to the invaluable support of various grant programs. These funds have allowed us to upgrade critical infrastructure and expand our capabilities in ways that would not have been possible otherwise.

2024 – 2025 Highlights of the Past Year: Improvements Enabled by Grant Funding

Thanks to robust grant acquisition efforts, the City of Houston has made substantial infrastructure and equipment upgrades over the past year. These improvements have strengthened our ability to serve the Houston community safely and efficiently, while preparing us for future challenges. Below are some of the key accomplishments made possible through state, local, and federal support:

Equipment Acquired via AML Equipment Grant:

- **An F450 Off-Road Fire Rescue Vehicle** equipped with a snowplow, enhancing emergency response and winter operations.
- **A John Deere Tractor Brushing Machine** with a pull-behind brushing attachment, which significantly improves our ability to manage brush and maintain safe roadways.



A versatile Bobcat Skid Steer to support a wide range of maintenance and construction tasks



- **A large equipment hauling trailer** (saving \$1500.00 every time we need to transport equipment)



- **CAT 140 Motor Grader**



- **A 2026 International dump truck, scheduled to arrive in November 2025**, which will expand our fleet capacity for winter and year-round services.



Cybersecurity Enhancements – Department of Homeland Security Grant

Strengthening Digital Infrastructure

- Complete overhaul of the City's cybersecurity infrastructure to better protect sensitive data and operations.
- Installation of a new, secure server along with a high-grade firewall system.
- Relocation of city servers to a secure area for added protection

Joint Fire Station 9-3 / Public Works Facility – Congressionally Directed Spending

Co-Locating for Efficiency

- Funding secured via Senator Murkowski's office enabled the development of a new joint-use facility on Cheri Lake Road.
- The project will significantly enhance coordination between emergency services and public works, improving response times and operational efficiency.

Rotary Park / Little Susitna Day Use Area – AARP & Susitna Rotary Support

Enhancing Outdoor Recreation & Accessibility

- Developed an ADA-accessible parking lot and trailhead.
- Improved overall community access to the park, encouraging healthy recreation and inclusive public space usage.
- Strong partnership with AARP and Susitna Rotary made this vision a reality.

Nine-Roads Project - Disaster Road Repairs – Governor's Emergency Declaration & Division of Homeland Security

Restoring Community Access and Safety Post-Disaster

- Funding received through the Governor's disaster declaration and Homeland Security was used to restore nine critical roads damaged by severe weather and erosion:
 - N Rainee St
 - W Paydirt Rd
 - W Stetson Cir
 - N Robin Hood Dr
 - W Round Table Dr
 - N Maid Marian Dr
 - Wilderness Ct
 - W Little John Dr
 - N No Name Hill Dr (Upper and Lower)

King Arthur Road Repair – FEMA & Department of Homeland Security

Stabilizing Essential Road Infrastructure

- Secured disaster recovery funding to complete vital repairs and stabilization on King Arthur Road.
- The project addressed long-standing drainage and erosion issues that threatened safe passage and long-term road integrity.

USDA / U.S. Department of Forestry Grant – Wood Processing Machine Acquisition

Fueling Our Firewood for Community Program

- Purchased a Timberwolf HD XL Wood Processing Machine to increase firewood output and reduce manual labor.
- This machine is central to our ongoing efforts to reduce wildfire risk by removing beetle-killed trees

Mat-Su Trails & Parks Foundation – Parks Master Plan Grant

Planning for a Healthier, More Connected Houston

- Funding supports the master planning of a reimagined Little Susitna Campground and future public recreation complex.
- Planned features include:
 - A multi-use ballfield complex
 - An inclusive playground for children of all abilities
 - An outdoor performance stage for civic and cultural events
 - A covered, all-ages picnic area for family and community gatherings
 - An ADA-accessible, inclusive trail system that links amenities and promotes healthy outdoor activity

These grants not only reflect our commitment to proactive planning and responsible growth, but they also represent our investment in the well-being of the Houston community. Each award is a testament to the City's vision and the dedication of our staff to secure vital resources for the betterment of all Houston residents.

Public Works Report:

- Founders Day 2025 planning and preparations continue.
- Brushing Ditching Project on Maid Marian, N Castle Drive, and King Arthur Drive
- Equipment repairs were completed.
- Replacement Road Name, Speed Limit, and Stop Signs were ordered
- Notices served on Junk and ROW Vehicles
- Little Su Day Use Area Accessibility Parking Lot funded by AARP and Susitna Rotary was completed.

Parks Report:

- None Provided

Permits Issued in July 2025

Type	Issued in July	Total Issued for 2025 to date
Construction Permit	4	16
Driveway Permit	6	15
Utility Permit	3	17
Conditional Use Permit	1	1
Land Use Amendment / Re-zone	0	0
Variance	0	0
Firewood cutting permits	5	37
Other/Matsu Borough	0	0
Junk & Trash & ROW Notices	5	11

Respectfully,



Melissa Sonnek,
Public Works Director



To: Houston City Council
Through: Mayor's Office
From: Public Safety Director, Christian M. Hartley 
Subject: Department Report, Reviewing Month of July

Overall Department

Progress Toward Strategic Goals:

1. Continued updating of city's Emergency Operations Plan
2. Continued updating of city's Community Wildfire Prevention Plan (CWPP)
3. Renew Mutual Aid Agreement with Mat-Su Borough DES, needs council action
4. Scheduled updates for all required and optional emergency plans

Division: Fire Department

Incidents of Note:

1. 07/04/2025: CPR and wildfire call happen at same time, West Lakes FD assisted
2. 07/14/2025: Missing child call, child located after 1 hour of ground search
3. 07/16/2025: Dumpster fire at local business, appeared to be intentional.
4. 07/24/2025: Serious injury motorcycle injury on Big Lake Rd at Woody Lakes Dr
5. Multiple Dates: Unattended burns and unsafe burn practices

Department Highlights/Accomplishments:

1. Independence Day education and injury prevention provided at fireworks stands
2. Purchased education information for National Fire Prevention Week
3. Multiple vehicles received repairs, including Brush 91's burned hardware replaced
4. New brush truck decals installed, toolboxes and equipment ordered
5. Information provided to multiple business on fire prevention practices

Challenges:

1. Lack of local supplies delaying the full in-service of new Brush truck
2. On-call responder staffing levels are critically low locally and regionally
3. Need a recruitment drive over 10+ members next year

Community Risk Reduction Activities:

1. Provide fireworks education and information
2. Multiple Facebook posts about upcoming events where education will be provided



Division: Animal Safety & Protection

Incidents of Note:

1. 7/31/2025: Assist AST on for a warrant arrest, securing & impound guard dog

Department Highlights/Accomplishments:

1. No animals at Houston shelter currently
2. Animal shelter has been cleaned and reorganized

Challenges:

1. No emergency plan for shelter
 2. Current code makes it difficult to impound stray animals that are nuisances
 3. Current code makes it difficult to assist residents with noise violations from pets
 4. City capabilities are non-existent for animals other than dogs and cats
-

Division: Community Safety

Incidents of Note:

1. Mount Spurr continues to decrease in activity and risk
2. No flood hazards present or predicted from the rain

Department Highlights/Accomplishments:

1. Monthly safety inspection program for all city buildings being revamped
2. HazCom program being revamped, creating a single program city-wide
3. Recently purchased game cams can be used for remotely monitoring water levels
4. Have created a schedule of updates to city emergency plans

Challenges:

1. No volunteer cadre to support community safety efforts
2. Limited force personnel create delays in project progress
3. Inadequate road closure hardware for widescale closures

Community Risk Reduction Activities:

1. CWPP planning program continues, meetings will be held virtually
2. Brush cutting along city roads provides additional snow storage in event of heavy snow winter



FIRE DEPARTMENT

	June	July	2025 Totals
Local Fire Calls	1	4	25
Aid Fire Calls	1	5	43
EMS Calls	8	11	75
Extrication Calls	1	3	12
Landing Zones	0	0	1
Hazardous Materials Calls	0	0	3
Community Service Calls	0	0	5
Public Education – Events	0	2	7
Public Education – Participants	0	1,000	1,013

ANIMAL SAFETY & PROTECTION

	June	July	2025 Totals
Public Assist Calls	3	2	13
Dogs Intake	0	2	2
Cats Intake	4	0	29
Public Education – Events	0	0	0
Public Education – Participants	0	0	0

COMMUNITY SAFETY

	June	July	2025 Totals
Disaster Mitigation Projects	0	1	1
Neighborhood Watch Aid	0	0	0
Public Education – Events	0	0	0
Public Education – Participants	0	0	0



Captain Russell training with extrication tools



Training with ropes and knots



Fire Department excavator being used to position cars for rescue training



August 8, 2025

Mayor Cole:

While testing new cellular-capable game cameras, Public Works Director Sonnek and I placed a unit in the Little Susitna River Campground Day Use parking area to monitor gravel theft attempts. An unexpected benefit was the ability to track vehicle usage throughout the entire month of June.

Although our data captures vehicle counts rather than individual visitors, the findings reveal a remarkable transformation in park utilization. When I joined the city in 2009, this location consisted of a small roundabout with steep river access, attracting only 3-4 vehicles daily. Most visitors were occasional anglers, with many preferring to park at highway pullouts south of the river and walk to fishing spots downstream.

The partnership between Susitna Rotary and the city beginning in 2016 has fundamentally changed this dynamic. Even before the major improvements this month, the property evolved into a significant recreational destination. June 2025 data shows an average of 40 vehicles per day on Saturdays and over 400 vehicles for the entire month. During our recent road closure for paving, a Susitna Rotary member working on the playground area counted 30 vehicles in just five hours on a Wednesday in August in the rain, with visitors parking along the pedestrian pathway to access boating and fishing areas.

Based on current usage patterns, Little Susitna Rotary Park hosts probably more than 500 vehicles monthly during summer season. Assuming 2-5 occupants per vehicle, this translates to thousands of monthly visitors. Many users access the facility via the pedestrian pathway, either for convenience or due to unclear directional signage regarding proper access points.

Given this substantial increase in utilization and the park's growing importance as a community recreational asset, I recommend the Parks & Recreation fund prioritize the following initiatives:

It is my recommendation that the Parks & Recreation fund prioritize the following:

- Enhanced signage system for Little Susitna Rotary Park, including clear directional markers and proper access point identification
- Consistent enforcement of the \$5 Day Use Fee, which could generate \$2,500 per month for maintenance and improvements of the park
- Highway signage discouraging vehicle use of the pedestrian pathway for parking and access
- Physical barriers preventing full-size vehicles from utilizing the pedestrian pathway to provide better pedestrian safety

These improvements will ensure sustainable park management while protecting infrastructure investments and maximizing revenue potential for ongoing maintenance and facility enhancements.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Christian M Hartley', written over a horizontal line.

Christian M Hartley
Public Safety Director

CC: Houston Parks & Recreation Commission
Melissa Sonnek, Public Works Director

Persons to be Heard

7A

- Amy Gorn Matsu Health Foundation
- Susitna Rotary

Public Hearings

**HOUSTON, ALASKA
ORDINANCE 25-15**

**AN ORDINANCE OF THE HOUSTON CITY COUNCIL TO ACCEPT AND APPROPRIATE CITY OF
HOUSTON'S ADMINISTRATIVE ALLOWANCES OF \$50,741.55 DHS-EM PW 0827 (Cat Z)
FINAL ADJUSTED AMOUNT.**

BE IT ORDAINED AND ENACTED BY THE CITY OF HOUSTON, ALASKA:

WHEREAS, the City Council must make all appropriations by non-coded ordinance; and

WHEREAS, the State of Alaska Department of Homeland Security and Emergency Management (DHSEM) has granted the City of Houston's administrative reimbursable allowance of \$50,741.55; and

WHEREAS, the increase in the amount from DHSEM is verified and approved by DHSEM; and

WHEREAS, DHSEM has determined this as the final adjusted amount: and

WHEREAS, ~~Strikethrough and italics~~ indicates existing language to be deleted, and **bold and underline** indicates existing language to be deleted.

NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE CITY OF HOUSTON, ALASKA:

SECTION 1: CLASSIFICATION: This is a budget amendment ordinance, is not permanent in nature, and shall not be codified.

SECTION 2: PURPOSE: Appropriate a total of \$50,740.55 to reimburse funds to FUND 01 expended on the Nine Roads Reconstruction flood damaged area. Accounts reimbursed were affected by the administration of the Nine Roads Reconstruction project.

SECTION 3: APPROPRIATION OF FUNDS: The funds appropriated to the following:

Expense

Earned in Fiscal Year 23-24

Appropriate to Fiscal Year 25-26

01-100-5001 Salaries and Wages \$14,475.19

Appropriate to Fiscal Year 24-25

01-100-5001 Salaries and Wages \$10,500.00

01-105-5001 Salaries and Wages \$18,765.36
Appropriate to Fiscal Year 25-26
01-105-5605 Contractual Accounting & Audit \$7,000.00

SECTION 4: SOURCE OF FUNDS:

Revenue \$50,741.55 DHS-EM PW 0827 (Cat Z) FINAL ADJUSTED AMOUNT

SECTION 5: EFFECTIVE DATE: This budget ordinance shall take effect upon adoption by the Houston City Council.

ADOPTED by the Houston City Council on _____.

THE CITY OF HOUSTON, ALASKA

Carter Cole, Mayor

ATTEST:

{Seal}

City Clerk

**HOUSTON, ALASKA
ORDINANCE 25-16**

**SUBJECT TO VOTER APPROVAL AT THE OCTOBER 7, 2025 CITY GENERAL ELECTION, AN
ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HMC TITLE 1 GENERAL PROVISIONS
TO ADD CHAPTER 1.20 CITY HOLIDAY DECLARING THE THIRD SATURDAY IN AUGUST EACH YEAR
AS A HOLIDAY FOR HOUSTON FOUNDER'S DAY.**

BE IT ORDAINED BY THE CITY OF HOUSTON, ALASKA:

WHEREAS, the City of Houston was incorporated in 1966 as a third-class city and re-classified as a second-class city in 1973; and

WHEREAS, Houston Founder's Day has been celebrated for 40 years; and

WHEREAS, the sponsor of Houston Founder's Day has requested that the City of Houston declare the third Saturday of August each year as a holiday for Houston Founder's Day; and

WHEREAS, the City intends to place this question before the registered voters of the City of Houston on the October 7, 2025 General Election ballot; and

WHEREAS, Strike through font indicates existing language to be deleted, and bold underlined font indicates new language to be added.

SECTION 1: AMENDMENT. HMC Title 1 General Provisions is hereby amended to add Chapter 1.20 City holiday to read as follows:

1.20 City Holiday

1.20.020 Houston Founder's Day holiday

**The third Saturday of August each year is declared a holiday in the City of Houston for
Houston Founder's Day**

SECTION 2: CLASSIFICATION. This ordinance is of a permanent nature and shall become part of the Houston Municipal Code.

SECTION 3: SEVERABILITY. If any provision of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to any other person or circumstances shall not be affected thereby.

SECTION 4: BALLOT PROPOSITION. The City Clerk shall submit the following proposition to the qualified voters of the City at the regular election to be held on October 7, 2025. The proposition must receive an affirmative vote from the majority of the qualified voters voting on the questions to be approved.

**PROPOSITION H-04
HOUSTON FOUNDER’S DAY HOLIDAY**

The third Saturday in August each year will be declared a holiday for Houston Founder’s Day.

Shall Proposition H-04 as described above be adopted?

YES [] (A yes vote will authorize the third Saturday of August each year to be declared a holiday for Houston Founder’s Day.)

NO [] (A no vote will not authorize the third Saturday of August each year to be declared a holiday for Houston Founder’s Day.)

SECTION 5: EFFECTIVE DATE. Sections 1 through 3 of this Ordinance shall become effective upon the certification of the October 7, 2025 General Election, only if the proposition described in Section 4 is approved by a majority of the qualified voters voting on the proposition at the regular City election on October 7, 2025. Section 4 of this Ordinance shall become effective upon adoption by the Houston City Council

ADOPTED by the Houston City Council on _____.

THE CITY OF HOUSTON, ALASKA

Carter Cole, Mayor

71 **ATTEST:**

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{SEAL}

75 Tani Schoneman CMC, City Clerk

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**HOUSTON, ALASKA
ORDINANCE 25-17**

AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HOUSTON MUNICIPAL CODE (HMC) SECTION 10.13.050 APPLICATION FOR UTILITY PERMIT.

BE IT ORDAINED BY THE CITY OF HOUSTON, ALASKA:

WHEREAS, Strikethrough font indicates existing language to be deleted, and bold and underlined font indicates language to be added.

SECTION 1: CLASSIFICATION: This ordinance is of permanent nature and shall become part of the Houston Municipal Code.

SECTION 2: SEVERABILITY: If the provisions of this ordinance, or any application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to another person or circumstances shall not be affected thereby.

SECTION 3: PURPOSE: The purpose of this ordinance is to update Houston Municipal Code (HMC) 10.13.050 Application for permit.

SECTION 4: AMENDMENT:

10.13.050 Application for permit.

A. An application for a permit by a utility to use a public way shall be submitted in writing, along with **a non-refundable application fee as prescribed in HMC 10.10.070 is due at the time of application** ~~a fee of \$25.00~~, to the City on forms either provided by or approved by the City. The City Clerk shall submit the application to the ~~Deputy Mayor and the~~ Director of Public Works. The ~~Deputy Mayor and the~~ Director of Public Works shall approve or deny the application within 15 working days of the receipt of application. The application must contain the following information:

1. The name and location of the public way or ways for which the permit is sought;
2. The type of utility use intended;
3. The nature of any utility to be installed under the permit;
4. The length and location of any utility line to be installed.

B. The ~~Deputy Mayor~~ and Director of Public Works may, at their discretion, require reasonable conditions to protect the property and interests of the City. (Ord. 09-23 § 4, 2009)

SECTION 5: EFFECTIVE DATE: This ordinance shall take effect immediately upon the adoption of the Houston City Council.

ADOPTED by the Houston City Council on _____.

THE CITY OF HOUSTON, ALASKA

Carter Cole, Mayor

ATTEST:

Tani Schoneman CMC, City Clerk

{SEAL}



Approved	Denied
Public Hearing	
Date Action Taken	
Attest:	

**CITY OF HOUSTON
ACTION MEMORANDUM NO. 25-19**

Title: City Council Statement of Non-Protest for a renewal application of a Standard Marijuana Cultivation Manufacturing Facility License #24871 held by North North Enterprises LLC DBA DDIII

Originator: Clerk's Office
Date: July 31, 2025

Agenda of: August 14, 2025

Route to:	Department Head	Signature	Date
X	City Clerk	<i>[Signature]</i>	01 Aug 25
X	Public Safety Director	<i>[Signature]</i>	01/1/2025
X	Treasurer	<i>[Signature]</i>	08/01/2025
X	Public Works Director	<i>[Signature]</i>	08/01/2025

Reviewed by Mayor: *[Signature]*

Attachment(s):

- Application Notice
- Staff referrals under HMC 5.10.050

Summary statement:

North North Enterprises LLC DBA DDIII has applied for a renewal application of a Standard Marijuana Cultivation Manufacturing Facility License #24871.

State law requires local governing bodies to review requests pertaining to marijuana licenses within their municipalities. The City may waive the right to protest or may file a protest to a request.

Before taking action on a marijuana license application, the Mayor shall provide for a public hearing before the City Council. Within 15 business days after the referrals under HMC 5.10.050, the Mayor shall schedule each marijuana license application for consideration by the City Council at its next City Council meeting and send written notice to the applicant.

A review of the referrals relating to marijuana license application has been completed. Based on that review, The Mayor recommends the following action:

X	WAIVE THE RIGHT TO PROTEST
	PROTEST the issuance of the license for the following factors(s). (HMC 5.10.050).
	➤ Staff referrals.
	➤ Concentration of other licenses of the same and other types in the area.
	➤ Other factors.

	CONDITIONS recommend the issuance of the license with the following conditions(s). (HMC 5.10.060).
	➤
	SUSPENSION OR REVOCATION request a suspension or revocation of the license pursuant to 3 AAC 306.060;

If the City Council protests an application or recommends conditions on which the application shall be granted, the City Council shall state on record the reasons for its decisions, and the Mayor shall notify the Marijuana Control Board and the applicant in writing of the decision.

If the City Council finds that the basis for its decision to protest an application, or to recommend conditions on which the application should be granted, no longer exists, the City Council may rescind its decision and direct the Mayor to notify the Board and the applicant of the decision.

Administration recommendation: Approve Action Memorandum 25-19

Office of the City Clerk Use Only

Applicant noticed of Public Hearing: ☐ Applicant noticed of decision: ☐ AMCO noticed of decision: ☐
MSB Noticed (Relocation only) ☐ Houston Planning Commission noticed of decision ☐



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

July 25, 2025

Licensee: North North Enterprises, LLC

DBA: DDIII

VIA email: donniedavisson3@gmail.com

Local Government: Houston

Local Government2: Matanuska-Susitna Borough

Via Email: alex.strawn@matsugov.us; license.reviews@matsugov.us; rick.benedict@matsugov.us;
clerk@houston-ak.gov

Community Council:

Via Email:

BCC: amco.admin@alaska.gov

Re: Standard Marijuana Cultivation Facility License Combined Renewal Notice

License Number:	#24871
License Type:	Standard Marijuana Cultivation Facility
Licensee:	North North Enterprises, LLC
Doing Business As:	DDIII
Physical Address:	12548 W. Westen Drive, Suite B Houston, AK 99623
Designated Licensee:	Donald Davisson III
Phone Number:	907-631-2110
Email Address:	donniedavisson3@gmail.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2025/2026 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a "conditional protest" as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board's satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,



Kevin Richard, Director
907-269-0350

Alcohol & Marijuana Control Office

License Number: 24871

License Status: Active-Operating

License Type: Standard Marijuana Cultivation Facility

Doing Business As: DDIII

Business License Number: 2101146

Designated Licensee: Donald Davisson III

Email Address: donniedavisson3@gmail.com

Local Government: Houston

Local Government 2:

Community Council:

Latitude, Longitude: 61.610799, -149.766321

Physical Address: 12548 W. Westen Drive
Suite B
Houston, AK 99623
UNITED STATES

Licensee #1

Type: Entity

Alaska Entity Number: 10127796

Alaska Entity Name: North North Enterprises, LLC

Phone Number: 907-631-2110

Email Address: donniedavisson3@gmail.com

Mailing Address: PO Box 874423
Wasilla, AK 99687
UNITED STATES

Entity Official #1

Type: Individual

Name: Donald Davisson III

Phone Number: 907-631-2110

Email Address: donniedavisson3@gmail.com

Mailing Address: PO Box 874423
Wasilla, AK 99687
UNITED STATES

Note: No affiliates entered for this license.



Alaska Marijuana Control Board

Form MJ-20: 2025-2026 Renewal Application Certifications

Alcohol and Marijuana Control Office

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

marijuana.licensing@alaska.gov

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

Phone: 907.269.0350

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	North North Enterprises	License Number:	4a-24871		
License Type:	Standard Marijuana cultivation				
Doing Business As:	DDIII				
Premises Address:	12548 w. western dr.				
City:	houston	State:	alaska	ZIP:	99623

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Donald Davisson III
Title:	Owner

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

DDIII

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

DDIII

I certify that a notice of violation has **not** been issued for this license between July 1, 2024, and June 30, 2025.

DDIII

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).

--

**Form MJ-20: 2025-2026 Renewal Application Certifications****Section 5 – Certifications**

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

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

DDIII

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

DDIII

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

DDIII

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

DDIII

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

DDIII

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

DDIII

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

If multiple licenses are held, list all license numbers below:

4a-24871 & 5b-36527

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.

DDIII

Donald Davisson III

Printed name of licensee

Signature of licensee

Tani Schoneman

From: Carter Cole
Sent: Thursday, July 31, 2025 5:24 PM
To: Tani Schoneman; Clerk COH
Subject: FW: MJ Liecence Renewel

From: Carter Cole
Sent: Thursday, July 31, 2025 5:17 PM
To: 'donniedavisson3@gmail.com' <donniedavisson3@gmail.com>
Subject: MJ Liecence Renewel



**OFFICE OF MAYOR
CITY OF HOUSTON, ALASKA**

June 30, 2025

North North Enterprises LLC, DBA DDIII
DonaldDavisson
PO Box 874423
Wasilla, AK 99623

Dear Donald,

As required by the HMC 5.10.060 (list below), you are hereby notified that on 8/14/2025 @ 6:00 PM your renewal of License # 24871 for your Standard Marijuana Cultivation Facility will appear before Houston City Council for approval of renewal. You may choose to appear to defend your application if you feel necessary. There appears to be no unresolved findings currently against your license.

Thank you,

Carter R Cole

Carter R. Cole
Mayor

5.10.060 Consideration by Council.

A. Before taking action on a marijuana establishment application under this section, the Mayor shall provide for a public hearing before the City Council. Within 15 business days after the referrals under HMC 5.10.050, the Mayor shall schedule each marijuana establishment license application for consideration by the City Council at

its next City Council meeting and send written notice to the applicant. The notice shall include the following information:

1. The date and time of the meeting at which the Council will consider the application.
2. A statement that the applicant may appear before the Council at the meeting to defend the application; and
3. A summary of any unresolved findings adverse to the marijuana establishment application that have resulted from the referrals under HMC 5.10.050.



Approved	Denied
Public Hearing	
Date Action Taken	
Attest:	

**CITY OF HOUSTON
ACTION MEMORANDUM No. 25-20**

Title: City Council Statement of Non-Protest for a renewal application of a Limited Marijuana Cultivation Manufacturing Facility License #16225 held by Green Ghost Farms LLC.

Originator: Clerk's Office
Date: July 31, 2025

Agenda of: August 14, 2025

Route to:	Department Head	Signature	Date
X	City Clerk	<i>[Signature]</i>	01 AUG 25
X	Public Safety Director	<i>[Signature]</i>	8/1/2025
X	Treasurer	<i>[Signature]</i>	08/01/2025
X	Public Works Director	<i>[Signature]</i>	08/01/2025

Reviewed by Mayor: *[Signature]*

Attachment(s):

- Application Notice
- Staff referrals under HMC 5.10.050

Summary statement:

Green Ghost Farms LLC has applied for a renewal application of a Limited Marijuana Cultivation Manufacturing Facility License #16225.

State law requires local governing bodies to review requests pertaining to marijuana licenses within their municipalities. The City may waive the right to protest or may file a protest to a request.

Before taking action on a marijuana license application, the Mayor shall provide for a public hearing before the City Council. Within 15 business days after the referrals under HMC 5.10.050, the Mayor shall schedule each marijuana license application for consideration by the City Council at its next City Council meeting and send written notice to the applicant.

A review of the referrals relating to marijuana license application has been completed. Based on that review, The Mayor recommends the following action:

X	WAIVE THE RIGHT TO PROTEST
	PROTEST the issuance of the license for the following factors(s). (HMC 5.10.050).
	➤ Staff referrals.
	➤ Concentration of other licenses of the same and other types in the area.
	➤ Other factors.

	CONDITIONS recommend the issuance of the license with the following conditions(s). (HMC 5.10.060).
	➤
	SUSPENSION OR REVOCATION request a suspension or revocation of the license pursuant to 3 AAC 306.060;

If the City Council protests an application or recommends conditions on which the application shall be granted, the City Council shall state on record the reasons for its decisions, and the Mayor shall notify the Marijuana Control Board and the applicant in writing of the decision.

If the City Council finds that the basis for its decision to protest an application, or to recommend conditions on which the application should be granted, no longer exists, the City Council may rescind its decision and direct the Mayor to notify the Board and the applicant of the decision.

Administration recommendation: Approve Action Memorandum 25-20

Office of the City Clerk Use Only

Applicant noticed of Public Hearing: ☐ Applicant noticed of decision: ☐ AMCO noticed of decision: ☐
MSB Noticed (Relocation only) ☐ Houston Planning Commission noticed of decision ☐



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

July 30, 2025

Licensee: Green Ghost Farms LLC
DBA: Green Ghost Farms LLC
VIA email: downtoearthgardensupply@hotmail.com
Local Government: Houston
Local Government2: Matanuska-Susitna Borough
Via Email: alex.strawn@matsugov.us; license.reviews@matsugov.us; rick.benedict@matsugov.us;
clerk@houston-ak.gov;
Community Council:
Via Email:

BCC: amco.admin@alaska.gov

Re: Limited Marijuana Cultivation Facility License Combined Renewal Notice

License Number:	#16225
License Type:	Limited Marijuana Cultivation Facility
Licensee:	Green Ghost Farms LLC
Doing Business As:	Green Ghost Farms LLC
Physical Address:	11601 W King Arthur Drive Houston, AK 99694
Designated Licensee:	Nicholas Kurpjuweit
Phone Number:	907-841-6948
Email Address:	downtoearthgardensupply@hotmail.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2025/2026 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a "conditional protest" as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board's satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,



Kevin Richard, Director
907-269-0350

Alcohol & Marijuana Control Office

License #16225
Initiating License Application
7/7/2025 11:21:29 AM

License Number: 16225

License Status: Active-Operating

License Type: Limited Marijuana Cultivation Facility

Doing Business As: GREEN GHOST FARMS LLC

Business License Number: 1063475

Designated Licensee: Nicholas Kurpuweit

Email Address: Downtoearthgardensupply@hotmail.com

Local Government: Houston

Local Government 2: Matanuska-Susitna Borough

Community Council:

Latitude, Longitude: 61.614388, -149.727918

Physical Address: 11601 w. King Arthur Drive
Houston, AK 99694-0415
UNITED STATES

Licensee #1

Type: Entity

Alaska Entity Number: 10073704

Alaska Entity Name: Green Ghost Farms LLC

Phone Number: 907-841-6948

Email Address: downtoearthgardensupply@hotmail.com

Mailing Address: Po box 940415
Houston, AK 99694-0415
UNITED STATES

Entity Official #1

Type: Individual

Name: Nicholas Kurpuweit

[REDACTED]

[REDACTED]

Phone Number: 907-841-6948

Email Address: downtoearthgardensupply@hotmail.com

Mailing Address: Po box 940415
Houston, AK 99694-0415
UNITED STATES

Note: No affiliates entered for this license.



Alaska Marijuana Control Board

Form MJ-20: 2025-2026 Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Nicholas Kurpijuweit	License Number:	16225		
License Type:	Limited Cultivation				
Doing Business As:	Green Ghost Farms LLC				
Premises Address:	11601 W. King Arthur Dr.				
City:	Houston	State:	AK	ZIP:	99694

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Nicholas Kurpijuweit
Title:	Owner

RECEIVED

JUN 10 2025

Dept. of Commerce
AMCO

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

I certify that a notice of violation has **not** been issued for this license between July 1, 2024, and June 30, 2025.

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).



Form MJ-20: 2025-2026 Renewal Application Certifications

Section 5 – Certifications

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

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

If multiple licenses are held, list all license numbers below:

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.

Nicholas Kuejawa
Printed name of licensee

[Signature]
Signature of licensee

Tani Schoneman

From: Carter Cole
Sent: Thursday, July 31, 2025 5:24 PM
To: Clerk COH; Tani Schoneman
Subject: FW: MJ Liecence

From: Carter Cole
Sent: Thursday, July 31, 2025 5:19 PM
To: greenghostfarms@gmail.com
Subject: MJ Liecence



**OFFICE OF MAYOR
CITY OF HOUSTON, ALASKA**

June 30, 2025

Green Ghost Farms LLC
NicholasKurpjuweit
PO Box 940415
Houston, AK 99694

Dear Nicholas,

As required by the HMC 5.10.060 (list below), you are hereby notified that on 8/14/2025 @ 6:00 PM your renewal of License #16225 for your Limited Marijuana Cultivation Facility will appear before Houston City Council for approval of renewal. You may choose to appear to defend your application if you feel necessary. There appears to be no unresolved findings currently against your license.

Thank you,

Carter R Cole
Carter R. Cole
Mayor

5.10.060 Consideration by Council.

A. Before taking action on a marijuana establishment application under this section, the Mayor shall provide for a public hearing before the City Council. Within 15 business days after the referrals under HMC 5.10.050, the Mayor shall schedule each marijuana establishment license application for consideration by the City Council at its next City Council meeting and send written notice to the applicant. The notice shall include the following information:

1. The date and time of the meeting at which the Council will consider the application.

2. A statement that the applicant may appear before the Council at the meeting to defend the application; and
3. A summary of any unresolved findings adverse to the marijuana establishment application that have resulted from the referrals under HMC 5.10.050.

Office of Mayor

P.O. Box 940027 • Houston, Alaska 99694-0027 • Phone: (907)892-6869

• Email: mayor@houston-ak.gov • Website: <https://www.houstonak.us/>



Approved	Denied
Public Hearing	
Date Action Taken	
Attest:	

**CITY OF HOUSTON
ACTION MEMORANDUM NO. 25-28**

Title: City Council Statement of Non-Protest for a renewal application of a Marijuana Concentrate Manufacturing Facility License #36527 held by North North Enterprises LLC dba DDIII.

Originator: Clerk's Office
Date: July 31, 2025

Agenda of: August 14, 2025

Route to:	Department Head	Signature	Date
X	City Clerk		01 AUG 25
X	Public Safety Director		8/1/2025
X	Treasurer		08/01/25
X	Public Works Director		08/01/25

Reviewed by Mayor:

Attachment(s):

- Application Notice
- Staff referrals under HMC 5.10.050

Summary statement:

North North Enterprises dba DDIII has applied for a renewal application of a Marijuana Concentrate Manufacturing Facility License #36527.

State law requires local governing bodies to review requests pertaining to marijuana licenses within their municipalities. The City may waive the right to protest or may file a protest to a request.

Before taking action on a marijuana license application, the Mayor shall provide for a public hearing before the City Council. Within 15 business days after the referrals under HMC [5.10.050](#), the Mayor shall schedule each marijuana license application for consideration by the City Council at its next City Council meeting and send written notice to the applicant.

A review of the referrals relating to marijuana license application has been completed. Based on that review, The Mayor recommends the following action:

X	WAIVE THE RIGHT TO PROTEST
	PROTEST the issuance of the license for the following factors(s). (HMC 5.10.050).
	➤ Staff referrals.
	➤ Concentration of other licenses of the same and other types in the area.
	➤ Other factors.

	CONDITIONS recommend the issuance of the license with the following conditions(s). (HMC 5.10.060).
	➤
	SUSPENSION OR REVOCATION request a suspension or revocation of the license pursuant to 3 AAC 306.060;

If the City Council protests an application or recommends conditions on which the application shall be granted, the City Council shall state on record the reasons for its decisions, and the Mayor shall notify the Marijuana Control Board and the applicant in writing of the decision.

If the City Council finds that the basis for its decision to protest an application, or to recommend conditions on which the application should be granted, no longer exists, the City Council may rescind its decision and direct the Mayor to notify the Board and the applicant of the decision.

Administration recommendation: Approve Action Memorandum 25-28

Office of the City Clerk Use Only

Applicant noticed of Public Hearing: ☐ Applicant noticed of decision: ☐ AMCO noticed of decision: ☐
MSB Noticed (Relocation only) ☐ Houston Planning Commission noticed of decision ☐



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

July 25, 2025

Licensee: North North Enterprises, LLC

DBA: DDIII

VIA email: donniedavisson3@gmail.com

Local Government: Houston

Local Government2: Matanuska-Susitna Borough

Via Email: alex.strawn@matsugov.us; license.reviews@matsugov.us; rick.benedict@matsugov.us;
clerk@houston-ak.gov

Community Council:

Via Email:

BCC: amco.admin@alaska.gov

Re: Marijuana Concentrate Manufacturing Facility License Combined Renewal Notice

License Number:	#36527
License Type:	Marijuana Concentrate Manufacturing Facility
Licensee:	North North Enterprises, LLC
Doing Business As:	DDIII
Physical Address:	12548 W. Westen Drive, Suite C Houston, AK 99623
Designated Licensee:	Donnie Davisson
Phone Number:	907-631-2110
Email Address:	donniedavisson3@gmail.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2025/2026 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a "conditional protest" as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board's satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,



Kevin Richard, Director
907-269-0350

Alcohol & Marijuana Control Office

License #36527
Initiating License Application
6/3/2025 10:42:31 AM

License Number: 36527

License Status: Active-Operating

License Type: Marijuana Concentrate Manufacturing Facility

Doing Business As: DDIII

Business License Number: 2101146

Designated Licensee: Donnie Davisson

Email Address: donniedavisson3@gmail.com

Local Government: Houston

Local Government 2: Matanuska-Susitna Borough

Community Council:

Latitude, Longitude: 61.610799, -149.766321

Physical Address: 12548 W. Westen Drive
Suite C
Houston, AK 99623
UNITED STATES

Licensee #1

Type: Entity

Alaska Entity Number: 10127796

Alaska Entity Name: North North Enterprises, LLC

Phone Number: 907-631-2110

Email Address: donniedavisson3@gmail.com

Mailing Address: PO Box 874423
Wasilla, AK 99687
UNITED STATES

Entity Official #1

Type: Individual

Name: Donnie Davisson

Phone Number: 907-631-2110

Email Address: donniedavisson3@gmail.com

Mailing Address: PO Box 874423
Wasilla, AK 99687
UNITED STATES

Note: No affiliates entered for this license.



Alaska Marijuana Control Board

Form MJ-20: 2025-2026 Renewal Application Certifications

Alcohol and Marijuana Control Office

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

marijuana.licensing@alaska.gov

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

Phone: 907.269.0350

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	North North Enterprises	License Number:	5b-36527		
License Type:	marijuana concentrate manufacturing				
Doing Business As:	DDIII				
Premises Address:	12548 w. western dr.				
City:	Houston	State:	alaska	ZIP:	99623

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Donald Davisson III
Title:	owner

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

DDIII

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

DDIII

I certify that a notice of violation has **not** been issued for this license between July 1, 2024, and June 30, 2025.

DDIII

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).

--

**Form MJ-20: 2025-2026 Renewal Application Certifications****Section 5 – Certifications**

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

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

DDIII

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

DDIII

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

DDIII

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

DDIII

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

DDIII

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

DDIII

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

If multiple licenses are held, list all license numbers below:

5b-36527 & 4a-24871

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.

DDIII

Donald Davisson III

Printed name of licensee

Signature of licensee

Tani Schoneman

From: Carter Cole
Sent: Thursday, July 31, 2025 5:23 PM
To: Clerk COH; Tani Schoneman
Subject: FW: MJ License

From: Carter Cole
Sent: Thursday, July 31, 2025 5:22 PM
To: donniedavisson3@gmail.com
Subject: MJ License



**OFFICE OF MAYOR
CITY OF HOUSTON, ALASKA**

June 30, 2025

North North Enterprises LLC, DBA DDIII
DonaldDavisson
PO Box 874423
Wasilla, AK 99623

Dear Donald,

As required by the HMC 5.10.060 (list below), you are hereby notified that on 12:00:00 AM @ 6:00 PM your renewal of License #36527 for your Marijuana Concentrate Manufacturing will appear before Houston City Council for approval of renewal. You may choose to appear to defend your application if you feel necessary. There appears to be no unresolved findings currently against your license.

Thank you,

Carter R Cole

Carter R. Cole
Mayor

5.10.060 Consideration by Council.

A. Before taking action on a marijuana establishment application under this section, the Mayor shall provide for a public hearing before the City Council. Within 15 business days after the referrals under HMC 5.10.050, the Mayor shall schedule each marijuana establishment license application for consideration by the City Council at its next City Council meeting and send written notice to the applicant. The notice shall include the following information:

1. The date and time of the meeting at which the Council will consider the application.
2. A statement that the applicant may appear before the Council at the meeting to defend the application; and
3. A summary of any unresolved findings adverse to the marijuana establishment application that have resulted from the referrals under HMC 5.10.050.



Approved	Denied
Public Hearing	
Date Action Taken	
Attest:	

**CITY OF HOUSTON
ACTION MEMORANDUM No. 25-29**

Title: City Council Statement of Non-Protest for a renewal application of a Beverage Dispensary Tourism License #4526 held by Jazco Investment LLC dba Susitna Bar and Grill.

Originator: Clerk's Office
Date: July 31, 2025

Agenda of: August 14, 2025

Route to:	Department Head	Signature	Date
X	City Clerk		01 Aug 25
X	Public Safety Director		8/1/2025
X	Treasurer		08/01/2025
X	Public Works Director		08/01/2025

Reviewed by Mayor:

Attachment(s):

- Application Notice
- Staff referrals under HMC 5.10.050

Summary statement:

Jazco Investment LLC dba Susitna Bar and Grill has applied for a renewal application of a Beverage Dispensary Tourism License #4526.

State law requires local governing bodies to review requests pertaining to marijuana licenses within their municipalities. The City may waive the right to protest or may file a protest to a request.

Before taking action on a marijuana license application, the Mayor shall provide for a public hearing before the City Council. Within 15 business days after the referrals under HMC 5.10.050, the Mayor shall schedule each marijuana license application for consideration by the City Council at its next City Council meeting and send written notice to the applicant.

A review of the referrals relating to marijuana license application has been completed. Based on that review, The Mayor recommends the following action:

X	WAIVE THE RIGHT TO PROTEST
	PROTEST the issuance of the license for the following factors(s). (HMC 5.10.050).
	➤ Staff referrals.
	➤ Concentration of other licenses of the same and other types in the area.
	➤ Other factors.

	CONDITIONS recommend the issuance of the license with the following conditions(s). (HMC 5.10.060).
	➤
	SUSPENSION OR REVOCATION request a suspension or revocation of the license pursuant to 3 AAC 306.060;

If the City Council protests an application or recommends conditions on which the application shall be granted, the City Council shall state on record the reasons for its decisions, and the Mayor shall notify the Marijuana Control Board and the applicant in writing of the decision.

If the City Council finds that the basis for its decision to protest an application, or to recommend conditions on which the application should be granted, no longer exists, the City Council may rescind its decision and direct the Mayor to notify the Board and the applicant of the decision.

Administration recommendation: Approve Action Memorandum 25-29

Office of the City Clerk Use Only

Applicant noticed of Public Hearing: ☐ Applicant noticed of decision: ☐ AMCO noticed of decision: ☐
MSB Noticed (Relocation only) ☐ Houston Planning Commission noticed of decision ☐



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

July 17, 2025

From: Alcohol.licensing@alaska.gov; amco.localgovernmentonly@alaska.gov;

Licensee: **Jazco Investment LLC**

DBA: Susitna Bar and Grill

VIA email: jzavackymirage@yahoo.com; darryl@akdltlaw.com;

CC: None

Local Government 1: Houston

Local Government 2: Matanuska-Susitna Borough

Via Email: clerk@houston-ak.gov; alex.strawn@matsugov.us; license.reviews@matsugov.us;

Community Council: n/a

Via Email: n/a

Re: Beverage Dispensary Tourism License #4526 Combined Renewal Notice for 2025-2026 Renewal Cycle

License Number:	#4526
License Type:	Beverage Dispensary Tourism
Licensee:	Jazco Investment LLC
Doing Business As:	Susitna Bar and Grill
Physical Address:	20333 W. Parks Highway, Houston, AK, 99694
Designated Licensee:	John A. Zavacky
Phone Number:	907-744-3624; 907-272-9322;
Email Address:	jzavackymirage@yahoo.com ; darryl@akdltlaw.com ;

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council if your proposed premises are in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 16th, 2025** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)

We have received a completed renewal application for the above-listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above-referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding the review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,
Alysha Pacarro, Licensing Examiner II
For
Kevin Richard, Director



Document reference ID : 4986

Renewal Application Summary

Application ID:	4986
License No:	4380
License Type applied for Renewal:	Restaurant Eating Place License (REPL)
Licensee Name:	Jazco Investment Llc
Application Status:	In Review
Application Submitted On:	01/13/2025 10:17 AM AKST

Entity Information

Business Structure:	Limited liability company
FEIN/SSN Number:	
Alaska Entity number (CBPL):	10109114
Alaska Entity Formed Date:	
Home State:	

Entity Contact Information

Entity Address:	1151 E 76th Ave, Anchorage, AK, 99518
------------------------	---------------------------------------

Renewal Information

Are there any changes to your ownership structure that have not been reported to AMCO prior to this application?:

No

As set forth in AS 04.11.330, how many hours did you operate during the first calendar year for this renewal period?:

The license was regularly operated continuously throughout the first calendar year for this renewal period.

As set forth in AS 04.11.330, how many hours did you operate during the second calendar year for this renewal period?:

The license was regularly operated continuously throughout the second calendar year for this renewal period.

Please select the seasonality:

Year-round

Has any person or entity in this application been convicted or disciplined for a violation of Title 04, 3 AAC 304 or 305, or a local ordinance adopted under AS 04.21.010 in the preceding two calendar years?:

No

Have any notices of violation or citations been issued for this license during the preceding two years?:

Yes

Please provide an explanation of the type of violation or offense.:

Tap card was expired, it has since been renewed and citation paid.

Upload Notices of Violation Document:

Restaurant Affidavit

Revenue in Food Sales during the first Calendar Year in the Renewal Period	\$ [REDACTED]
Revenue in Alcohol Sales during first Calendar Year in the Renewal Period	\$ [REDACTED]
% of Gross Revenue from Food Sales during the first Calendar Year in the Renewal Period	84.81
Revenue in Food Sales during the second Calendar Year in the Renewal Period	\$ [REDACTED]
Revenue in Alcohol Sales during second Calendar Year in the Renewal Period	\$ [REDACTED]
% of Gross Revenue from Food Sales during the second Calendar Year in the Renewal Period	83.36

Restaurant Detail

Dining after standard closing hours: AS 04.16.010(c)	No
Dining by persons 16 – 20 years of age: AS 04.16.049(a)(2)	Yes
Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)	No
Employment for any persons under 21 years of age: AS 04.16.049(c)	No

List where within the premises minors are anticipated to have access in the course of either dining or employment. (Example: Minors will only be allowed in the dining area. OR Minors will only be employed and present in the Kitchen.)

Minors are allowed in the dining area

Describe the policies, practices and procedures that will be in place to ensure that minors do not gain access to alcohol while dining or employed at your premises.

To ensure that restricted persons, including minors will not be served or consume alcohol on the premises, Susitna Bar and Grill, will do the following: • Check IDs for every member purchasing alcohol. • Underage people will be monitored closely by the professionally trained alcohol servers. • All servers will closely monitor that only the guests that have been carded will have alcohol beverages. • All staff are trained to identify fake IDs. • ABC mandated posters as required by law are posted inside the business and at the entrances of the outdoor seating area. • All entrances and exits will provide clear notice that NO ALCOHOL IS ALLOWED OUTDOORS. • Alcohol WILL continue to be a part of our training for our staff. • Providing safety for all guests regarding the service of

alcoholic beverages. • Any alcohol purchased in the bar area may be allowed to be taken to the guest's room, how-ever will not be allowed to leave the hotel with the alcohol. • No outside alcohol will be allowed into the service area • All staff is trained to identify fake IDs • All staff will be of the age of 21 or older • There will always be a manager of or above the age of 21 present • Any employees handling/serving alcohol must have current server training certification, aka Training for Professionals (TAP) as required by the State of Alaska • ABC mandated posters as required by law are posted inside the business • Alcohol sales will continue to be a part of Susitna Bar and Grill's training • All safety related operations for any liquor service will be enforced • Providing safety for all guests regarding the service of alcoholic beverages will be strictly enforced

Is an owner, manager, or assistant manager who is 21 years of age or older always present on the premises during business hours? Yes

Food Service Permit

Is your license located in Municipality of Anchorage? No

Do you have Approved food service permit for this premises? Yes

Entertainment & Service

Are any forms of entertainment offered or available within the licensed business or within the proposed licensed premises? Yes

Describe the entertainment offered or available and the hours in which the entertainment may occur:

Live music on Friday and Saturday nights beginning at 4:00 pm to 9 pm (8:30 pm winter hours).

Food and beverage service offered or anticipated is: Other

Describe the manner of food and beverage service offered or anticipated:

Table and counter service

Hours Of Operation

Sunday 12:00 PM - 09:00 PM

Monday Close

Tuesday	Close
Wednesday	03:00 PM - 09:00 PM
Thursday	03:00 PM - 09:00 PM
Friday	03:00 PM - 09:00 PM
Saturday	12:00 PM - 09:00 PM

Attestations

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 305, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.

I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.

I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license and have provided all required documents for any new or changes of officers.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 305.700.

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.

Signature

This application was digitally signed by : John Zavacky on 01/13/2025 10:31 AM AKST

Payment Info

Payment Type : CC

Payment Id: 8f302fc6-e264-41c5-99f4-a12d2a63bfb0

Receipt Number: 101017292

Payment Date: 01/13/2025 10:32 AM AKST



Document reference ID : 4986

Licensing Application Summary

Application ID: 4986

Applicant Name: Jazco Investment Llc

License Type applied for: Restaurant Eating Place License (REPL) (AS 04.09.210)

Application Status: In Review

Application Submitted On: 01/13/2025 10:17 AM AKST

Entity Information

Business Structure: Limited liability company

Alaska Entity Number (CBPL): 10109114

Entity Contact Information

Entity Address: 1151 E 76th Avenue, Anchorage, AK, USA

Ownership / Principal Party Details

Principal Parent Entity	Principal Party	Role	%Ownership
Jazco Investment Llc	Inthira Zavacky	Member	50
Jazco Investment Llc	John A. Zavacky	Member	50

Premises Address

Address: 20333 W. Parks Hwy., Houston, AK, 99694, USA

Does the proposed site include a valid street address? Yes

Basic Business information

Business/Trade Name:

Susitna Bar and Grill

Local Government and Community Council Details

City/Municipality

Houston

Borough

Matanuska-Susitna Borough

Restaurant Detail

Dining after standard closing hours: AS 04.16.010(c)

No

Dining by persons 16 – 20 years of age: AS 04.16.049(a)(2)

Yes

Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)

No

Employment for any persons under 21 years of age: AS 04.16.049(c)

No

Food Service Permit

Entertainment & Service

Attestations

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.

I certify I have provided a menu of a variety of types of food appropriate for meals that are prepared on the licensed premises.

I certify that non-employees under 21 years of age will not enter and remain on the licensed premises except for the purposes of dining only.

I certify that the sale and service of food and alcoholic beverages and any other business on the licensed premises is under the sole control of the licensee.

I certify the licensed premises is a bona fide restaurant as defined in AS 04.21.080(b).

I certify there is supervision on the licensed premises adequate to reasonably ensure that a person under 21 years of age will not gain access to alcoholic beverages.

Signature

This application was digitally signed by : John Zavacky on 01/13/2025 10:31 AM AKST

Payment Info

Payment Type : CC

Payment Id: 8f302fc6-e264-41c5-99f4-a12d2a63bfb0

Receipt Number: 101017292

Payment Date: 01/13/2025 10:32 AM AKST



Document reference ID : 4971

Renewal Application Summary

Application ID:	4971
License No:	4526
License Type applied for Renewal:	Beverage Dispensary Tourism License (BDTL)
Licensee Name:	Jazco Investment Llc
Application Status:	In Review
Application Submitted On:	01/06/2025 04:44 PM AKST

Entity Information

Business Structure:	Limited liability company
FEIN/SSN Number:	
Alaska Entity number (CBPL):	10109114
Alaska Entity Formed Date:	
Home State:	

Entity Contact Information

Entity Address:	1151 E 76th Avenue, Anchorage, AK, 99518
------------------------	--

Renewal Information

Are there any changes to your ownership structure that have not been reported to AMCO prior to this application?:

No

As set forth in AS 04.11.330, how many hours did you operate during the first calendar year for this renewal period?:

The license was regularly operated continuously throughout the first calendar year for this renewal period.

As set forth in AS 04.11.330, how many hours did you operate during the second calendar year for this renewal period?:

The license was regularly operated continuously throughout the second calendar year for this renewal period.

Please select the seasonality:

Year-round

Has any person or entity in this application been convicted or disciplined for a violation of Title 04, 3 AAC 304 or 305, or a local ordinance adopted under AS 04.21.010 in the preceding two calendar years?:

No

Have any notices of violation or citations been issued for this license during the preceding two years?:

Yes

Please provide an explanation of the type of violation or offense.:

Tap card was expired, it was renewed and citation was paid.

Upload Notices of Violation Document:

Tourism Statement

Explain how issuance of a alcoholic beverage license at your establishment has/will encourage tourism.

This location has had a tourism license for many years. It is located just off the Parks Highway, the only road system that runs to Talkeetna, Alaska, and Denali, and the associated parks along the highway. Continuing to provide the Motel/Restaurant/Bar with a license will continue to encourage tourism by being an even stronger draw to tourism and tour companies to stop into the location.

Explain how the facility was/will be constructed or improved as required by AS 04.11.400(d)(1)

Since occupying the building in October of 2017, the Zavacky's have remodeled inside the kitchen area, including upgrading the appliances.

Does the licensee or applicant for this liquor license also operate the tourism facility in which this license is located? Yes

Do you offer room rentals to the traveling public? Yes

How many rooms are available? 10

How many of the available rooms (if any) have kitchen facilities (defined as: a separate sink for food preparation along with refrigeration and cooking appliance devices, including a microwave)? 0

Do you stock or plan to stock alcoholic beverages in guest rooms? No

Is your facility located within an airport terminal? No

If your establishment includes a dining facility, please describe that facility. If it does not please write "none".

Full service restaurant

If additional amenities are available to your guests through your establishment (eg: guided tours or trips, rental equipment for guests, other activities that attract tourists), please describe them. If they are not offered, please write "none".

None

Attestations

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 305, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.

I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.

I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license and have provided all required documents for any new or changes of officers.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 305.700.

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.

Signature

This application was digitally signed by : John Zavacky on 01/06/2025 04:45 PM AKST

Payment Info

Payment Type : CC

Payment Id: de3c3612-335b-401c-94db-7742cf325bd8

Receipt Number: 101014290

Payment Date: 01/06/2025 04:46 PM AKST



Document reference ID : 4971

Licensing Application Summary

Application ID: 4971

Applicant Name: Jazco Investment Llc

License Type applied for: Beverage Dispensary Tourism License (BDTL) (AS 04.09.350)

Application Status: In Review

Application Submitted On: 01/06/2025 04:44 PM AKST

Entity Information

Business Structure: Limited liability company

Alaska Entity Number (CBPL): 10109114

Entity Contact Information

Entity Address: 1151 E 76th Avenue, Anchorage, AK, USA

Ownership / Principal Party Details

Principal Parent Entity	Principal Party	Role	%Ownership
Jazco Investment Llc	Inthira Zavacky	Member	50
Jazco Investment Llc	John A. Zavacky	Member	50

Premises Address

Address: 20333 W. Parks Highway, Houston, AK, 99694, USA
COH 103

Does the proposed site include a valid street address? Yes

Basic Business information

Business/Trade Name:

Susitna Bar and Grill

Local Government and Community Council Details

City/Municipality

Houston

Borough

Matanuska-Susitna Borough

Attestations

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.

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

Signature

This application was digitally signed by : John Zavacky on 01/06/2025 04:45 PM AKST

Payment Info

Payment Type : CC

Payment Id: de3c3612-335b-401c-94db-7742cf325bd8

Receipt Number: 101014290

Payment Date: 01/06/2025 04:46 PM AKST



July 28th, 2025

Jazco Investments LLC
Dbas Susitna Bar and Grill
7100 Lak Otis Park Way
Space 38
Anchorage, AK 99507

RE: HMC 5.08.020(B) Alcohol License Renewal Review

To whom it may concern,

Your Alcohol License Renewal is currently under review per Houston Municipal Code 5.08.020 Review of liquor license applications.

This includes different reviews from Public Works, Public Safety and the Clerk's Office prior to your renewal going before council.

The Clerk's Office has reviewed your file per HMC 5.08.020(B) and notifying you of the current delinquencies found which include your May 2025 sales tax as well as no 2025 business license or renewal application, both of which you were notified in a determination letter from the Clerk's Office. Additionally, your June 2025 sales tax will be delinquent if not remitted on or before July 31st at 5:00pm. Per HMC 5.08.020(B)(1, 2), in response to this notice, you may either:

1. Provide evidence satisfactory to the Mayor that the amount has been paid: or
2. Provide a plan for paying the delinquent amount satisfactory to the Mayor, with security satisfactory to the Mayor for the performance of the plan."

Please note that you may be receiving notices from other departments if delinquencies are found per their reviews. See HMC 5.08.020 Review of liquor license applications. If received, these notices will also have the available solutions as outlined in HMC 5.08.020.

Thank you,

Office of the Clerk
City of Houston, Alaska
Office: 907-892-6869
Fax: 907-892-7677
Website: <https://houstonak.us/>

Tani Schoneman

From: Carter Cole
Sent: Thursday, July 31, 2025 5:24 PM
To: Clerk COH; Tani Schoneman
Subject: FW: MJ License

From: Carter Cole
Sent: Thursday, July 31, 2025 5:21 PM
To: jzavackymirage@yahoo.com
Subject: MJ License



**OFFICE OF MAYOR
CITY OF HOUSTON, ALASKA**

June 30, 2025

Jazco Investment LLC, DBA Susitna Bar & Grill
JohnZavacky
20333 W Parks Hwy
Houston, AK 99694

Dear John,

As required by the HMC 5.10.060 (list below), you are hereby notified that on 8/14/2025 @ 6:00 PM your renewal of License #4526 for your Beverage Dispensary Tourism will appear before Houston City Council for approval of renewal. You may choose to appear to defend your application if you feel necessary. There appears to be no unresolved findings currently against your license.

Thank you,

Carter R Cole

Carter R. Cole
Mayor

5.10.060 Consideration by Council.

A. Before taking action on a marijuana establishment application under this section, the Mayor shall provide for a public hearing before the City Council. Within 15 business days after the referrals under HMC 5.10.050, the Mayor shall schedule each marijuana establishment license application for consideration by the City Council at its next City Council meeting and send written notice to the applicant. The notice shall include the following information:

1. The date and time of the meeting at which the Council will consider the application.

2. A statement that the applicant may appear before the Council at the meeting to defend the application; and
3. A summary of any unresolved findings adverse to the marijuana establishment application that have resulted from the referrals under HMC 5.10.050.

Introduction of Ordinances

Johansen-, Faubert-, Brasel-, McDonald-, Mitchell-, Childs-, Cole:-

**HOUSTON, ALASKA
ORDINANCE 25-20**

AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HOUSTON MUNICIPAL CODE (HMC) SECTION 4.20.050 EXEMPTIONS FOR THE PURPOSE OF EXEMPTING BURIAL AND CREMATION SERVICES FROM LOCAL SALES TAX

BE IT ORDAINED AND ENACTED BY THE CITY OF HOUSTON, ALASKA:

WHEREAS, the current Houston Municipal Code (HMC) exemption section HMC 4.20.050 excluded burial and cremation services from the named sales tax exemptions; and

WHEREAS, such services are exempted in all jurisdiction codes found in research of this fact besides that of the City of Houston; and

WHEREAS, burial and cremation services are recognized as an essential need for the residents of the community; and

WHEREAS, ~~Strikethrough and italics~~ indicates existing language to be deleted, and **bold and underline** indicates existing language to be deleted.

NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE CITY OF HOUSTON, ALASKA:

SECTION 1: CLASSIFICATION: This ordinance is of a permanent nature and shall become part of the Houston Municipal code.

SECTION 2: SEVERABILITY: If the provisions of this ordinance, or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to another person or circumstances shall not be affected hereby.

SECTION 3: PURPOSE: The purpose of this ordinance is to exempt burial and cremation services from local sales tax.

SECTION 4: AMENDMENT:

Houston Municipal Code Chapter 4.20, Section 4.20.050 "Exemptions," is hereby amended to read as follows:

4.20.050 Exemptions.

The following transactions are exempt from sales tax:

A. The selling price amount of any sale in excess of \$500.00; provided that:

1. This exemption shall not apply to the sale of marijuana, marijuana products, industrial hemp and products made from industrial hemp.

2. Whenever a nonexempt sale or rental of property, or rendering of a nonexempt service, occurs over a period exceeding one month, and payment is made in one lump sum, such sum shall be allocated pro rata to each one-month portion of the total transaction period, or part thereof, and shall be treated as separate transactions for the purposes of this chapter.

B. Sales of real property and interests in real property. Whether a transaction is a sale of real property is determined as of the time of the transaction, and without reference to whether what is sold later will be incorporated into real property. However, commissions on sales of real property are subject to sales tax (see HMC [4.20.045\(A\)](#)).

C. [Other existing exemptions continue here...]

V. Sales of cremation and burial services, including but not limited to the provision of cremation, interment, burial plots, caskets, urns, and memorial services provided by a licensed provider.

SECTION V: EFFECTIVE DATE: This ordinance shall take effect upon adoption by the Houston City Council

PASSED AND APPROVED AND ADOPTED by a duly constituted quorum of the Houston City Council on _____, 2025.

THE CITY OF HOUSTON, ALASKA

Carter Cole, Mayor

ATTEST:

{Seal}

Tani Schoneman, City Clerk



TO: Jo Lockwood, Deputy Clerk
City of Houston

FROM: Joseph N. Levesque, City Attorney *JNL*

DATE: July 11, 2025

RE: Sales Tax Exemptions

ISSUE

Whether the Houston Sales Tax Ordinance exempts funeral homes and burial services from the tax?

FACTS

Legacy Affordable Burial and Cremation has paid sales taxes to the City of Houston in the past but has not paid its sales taxes for this current year. In researching this matter, the Houston Clerk's office reviewed the Sales Tax Code and could find no reference to funeral homes or burial services in the City's listed exemptions.

We have also reviewed the City's Sales Tax Code and agree with the Clerk's office that the current Code, although it exempts many specific transactions from its sales tax ordinance, does not expressly state that funeral homes and burial service transactions are exempt.

Interestingly, the City's Code does exempt "[s]ales and rentals of hearing aids, crutches, wheelchairs and personal apparatus specifically manufactured for a patient."¹ The City's Code also exempts "[s]ales of property and services required in the course of mental or physical treatment by a health care provider licensed by the state of Alaska, and sales of property and services pursuant to a prescription or written order from such a person."² This is interesting because these transactions are in almost every municipal Sales Tax Ordinances in other Alaskan jurisdictions.³

The City's Sales Tax Code provides a section that deals with how to interpret it; that section states:

- A. The tax levied by this chapter applies to all sales, rentals and services except those that this chapter expressly exempts from the tax.

¹ Houston City Code Chapter 4.20, Section 4.20.050(J).

² *Id.* at Section 4.20.050(T).

³ This will be explained in the next part of the memorandum.

Memorandum

Confidential Attorney / Client Privileged

July 11, 2025

Page 2

B. Exemptions from the tax levied by this chapter are to be construed narrowly.⁴

The City's Code requires residents, businesses or properties to apply for a certificate of exemption.⁵ When an application for a sales tax exemption is denied, the applicant can file a certificate of protest in a form provided by the City.⁶ The Houston City Clerk also has the power to "... revoke a certificate of exemption after notice to the holder of the certificate and a hearing, if the City Clerk finds that the holder of the certificate:

1. Gave false information when applying for the certificate of exemption;
2. Used the certificate of exemption in a transaction that was not exempt from sales tax under HMC 4.20.050;
3. Permitted the use of the certificate of exemption by a person other than an authorized agent or employee of the holder of the certificate; or
4. Ceases to be entitled to exemption from sales tax under HMC 4.20.050."⁷

REVIEW OF OTHER MUNICIPAL SALES TAX CODES

The State of Alaska does not impose a statewide sales tax, and although there are some exemptions spelled out in State law, sales tax exemptions are considered a local issue.⁸

We reviewed seven other municipal codes to see how they treated funeral homes and burial services and found that all of them exempt funeral homes and burial services. The two largest municipalities, Anchorage and the Fairbanks North Star Borough, do not levy a sales tax within their respective jurisdictions.

For instance, the City of Kotzebue exempts "[f]uneral and burial services, including cemetery plots[.]" from its Sales Tax Ordinance.⁹ The Haines Borough exempts "[s]ale of cemetery plots, caskets, funeral and burial-related items and services by a funeral home[.]" from its Sales Tax Ordinance.¹⁰

Likewise, other southeastern Alaskan municipalities also exempt such services. The Ketchikan Gateway Borough exempts the "[s]ale of cemetery plats, caskets, funeral and burial related items, funeral charges and services by a funeral home[.]"¹¹ The City and Borough of Juneau

⁴ *Id.* at Section 4.20.025. (The term "narrowly construed" means that it must be strictly interpreted on the literal meaning of the words used in the section).

⁵ *Id.* at Section 4.20.080.

⁶ *Id.* at Section 4.20.090.

⁷ *Id.* at Section 4.20.080(B).

⁸ Alaska Sales Tax Information, Office of the State Assessor, Division of Community and Regional Affairs (Alaska Statute Section 29.45.030).

⁹ City of Kotzebue Code of Municipal Ordinances Section 3.20.140(T).

¹⁰ Haines Borough Code of Municipal Ordinances Section 3.80.050(8).

¹¹ Ketchikan Gateway Borough Code of Municipal Ordinances Section 4.50.230(g)(1).



Memorandum

Confidential Attorney / Client Privileged

July 11, 2025

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exempts the “[s]ale of cemetery plots, caskets, funeral and burial related items and services by a funeral home[.]” from its Sales Tax Ordinance.¹²

Closer to the City of Houston, the Matanuska Susitna Borough exempts the “[s]ales of cemetery plots, caskets, funeral and burial related goods and services by a funeral home[.]” from its Service Area Sales Tax Ordinance.¹³ In addition to the Matanuska Susitna Borough, the City of Palmer exempts from its Sales Tax Ordinance the “[g]ross receipts or proceeds derived from funeral charges and services.”¹⁴ As with Palmer, the City of Wasilla also exempts the “[s]ales of cemetery plots, caskets, funeral – and burial – related goods and services.”¹⁵

All the above municipalities also exempt medical supplies and medical treatment in the same way that the Houston City Sales Tax Code does. It appears that most of the municipalities referenced above follow similar sales tax exemptions including the exemption for funeral homes and burial services.

This leaves the City as the only municipality that we have reviewed that does not exempt funeral homes and burial services.

CONCLUSION

At the present time funeral and burial services are not exempt within the current Houston Sales Tax Ordinance. We believe that the Houston City Council should review this issue and decide whether to include such an exemption in the Sales Tax Ordinance as do all of the other referenced municipalities.

I am available to discuss this issue further if desired.

¹² City and Borough of Juneau Code of Municipal Ordinances Section 69.05.04(C)(6).

¹³ Matanuska Susitna Borough Code of Municipal Ordinances Section 3.70.050(A)(16).

¹⁴ City of Palmer Code of Municipal Ordinances Section 3.16.050(A)(4).

¹⁵ City of Wasilla Code of Municipal Ordinances Section 5.16.050(A)(17).



Jo Lockwood

From: Joseph Levesque <josephl@lbblawyers.com>
Sent: Monday, July 7, 2025 11:28 AM
To: Jo Lockwood; BJ Carlson
Cc: Clerk COH
Subject: RE: Taxation on Funeral Homes?

Jo:

Yes, good morning to you too. We will review this and get back to you.

Thanks,

Joe

Joseph N. Levesque II | OF COUNSEL
LANDYE BENNETT BLUMSTEIN LLP
Main: 907-276-5152 | Direct: 907-868-9230

From: Jo Lockwood <JLockwood@houston-ak.gov>
Sent: Monday, July 7, 2025 11:14 AM
To: Joseph Levesque <josephl@lbblawyers.com>; BJ Carlson <bjc@lbblawyers.com>
Cc: Clerk COH <Clerk@houston-ak.gov>
Subject: Taxation on Funeral Homes?

Good morning,

We are trying to get all local businesses up to date with sales tax, exemptions, etc and ran into an interesting issue.

The city of Houston has a location for Legacy Affordable Burial and Cremation that has paid sales taxes in the past, is current in licensing but has not sent anything this year.

I've been researching each unique instance while bringing local businesses up to date and into compliance due to unearthing history where previous workers acted without consulting the code and confused some local business owners.

In researching this instance, I found no section in our code in sales taxes definitions or exemptions pertaining to if LABC should be taxed or is exempt.

The mayor has asked me to reach out to see if either of you have any insight on local taxation of burial and cremation facilities.

Any feedback would be greatly appreciated,

Thank you!

Jo Lockwood

Deputy Clerk

City of Houston, Alaska

Office: 907-892-6869

Fax: 907-892-7677

Website: <https://houstonak.us/>



**HOUSTON, ALASKA
ORDINANCE 25-21**

**AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HOUSTON MUNICIPAL CODE BY
ADDING A CHAPTER 1.15 THAT IDENTIFIES THE PURPOSE, INTENT, CONTENT, AND
ACTIONABILITY OF THE HOUSTON MUNICIPAL CODE.**

BE IT ORDAINED AND ENACTED BY THE CITY OF HOUSTON, ALASKA:

WHEREAS, HMC 4.01.060(D) specifies that Administrative Costs. In all program areas, administrative overhead costs should be kept to an absolute minimum; and,

WHEREAS, fee schedules are a very common mechanism for municipalities to recoup some of overhead costs from the users of that service; and

WHEREAS, the City of Houston has had a fee schedule for many years; and

WHEREAS, reference to the Houston Fee Schedule are inconsistently spread throughout code.

WHEREAS, ~~Strikethrough and italics~~ indicates existing language to be deleted, and **bold and underline** indicates existing language to be deleted.

NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE CITY OF HOUSTON, ALASKA:

SECTION 1: CLASSIFICATION: This ordinance is of a permanent nature and shall become part of the Houston Municipal code.

SECTION 2: SEVERABILITY: If the provisions of this ordinance, or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to another person or circumstances shall not be affected hereby.

SECTION 3: PURPOSE: The purpose of this ordinance is to increase transparency of the costs of doing business in the City of Houston and to eliminate confusion about applicability and enforcement of fees.

SECTION 4: AMENDMENT:

Houston Municipal Code is modified with the following new Chapter, 1.15, titled "General Administrative Fees"

Chapter 1.15

GENERAL ADMINISTRATIVE FEES

Sections:

1.15.010 Purpose of Administrative Fees.

1.15.020 Distinction from Fines.

1.15.030 Payment Requirement.

1.15.040 Use of Fees.

1.15.060 Houston Fee Schedule

1.15.010 Purpose of Administrative Fees.

Administrative fees, as outlined in this Code, are established solely to cover the costs associated with the routine operation of tasks and responsibilities performed by the City of Houston in the administration and enforcement of municipal regulations. These fees are not intended to serve as penalties, fines, or punitive measures.

1.15.020 Distinction from Fines.

Administrative fees are separate and distinct from any fines or penalties assessed under HMC 1.16 or other applicable sections of this Code. Such fees are levied to reimburse the City for the direct and indirect costs of processing, monitoring, and managing compliance-related activities.

1.15.030 Payment Requirement.

Administrative fees must be paid in full by the responsible party, in addition to any fines or penalties assessed under relevant sections of this Code. Payment of administrative fees does not exempt or reduce the obligation to pay any accrued fines or penalties necessary to bring violators into compliance with Houston Municipal Code requirements.

1.15.040 Use of Fees.

All administrative fees collected pursuant to this section shall be allocated exclusively to support the operational and administrative functions of the City related to the enforcement and maintenance of municipal regulations, including but not limited to staff time, equipment, and resources utilized in ensuring compliance.

1.15.050 Non-Compliance.

Failure to pay administrative fees as required under this section may result in additional enforcement actions, including but not limited to the accrual of interest, liens, or other legal remedies as permitted by law, to secure compliance and payment.

1.15.060 Houston Fee Schedule

The Houston Fee Schedule is adopted by the City Council by resolution and may be amended at any time by the City Council, and should be reviewed at least annually to ensure compliance with Alaska law and costs of providing service. No other fees may be charged except as listed. This fee schedule will be publicly accessible online and at Houston City Hall.

SECTION V: EFFECTIVE DATE: This ordinance shall take effect upon adoption by the Houston City Council.

PASSED AND APPROVED AND ADOPTED by a duly constituted quorum of the Houston City Council on _____, 2025.

THE CITY OF HOUSTON, ALASKA

Carter Cole, Mayor

ATTEST:

{Seal}

City Clerk

**HOUSTON, ALASKA
ORDINANCE 25-22**

AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HOUSTON MUNICIPAL CODE TO REMOVE FINES IDENTIFIED OUTSIDE OF HMC 1.16 GENERAL PENALTY AND REFERRING THOSE SECTIONS TO HMC 1.16 GENERAL PENALTY FOR THE PURPOSE OF PREVENTING CONFLICT IN CODE AND CONFUSION ON FINE AMOUNTS.

BE IT ORDAINED AND ENACTED BY THE CITY OF HOUSTON, ALASKA:

WHEREAS, Houston Municipal Code has a Chapter 1.16 General Penalty that identifies the fines associated with violating city ordinances; and

WHEREAS, some areas of code mention fines in their chapter but others do not, potentially causing confusion for a person seeking to find the information; and

WHEREAS, having fines listed in multiple locations can create conflict if one section is changed but not another; and,

WHEREAS, having all fines identified in a single location in code improves ease of amendment by the City Council; and,

WHEREAS, it is the intent of the City to improve transparency and access to information.

NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE CITY OF HOUSTON, ALASKA:

SECTION 1: CLASSIFICATION: This ordinance is of a permanent nature and shall become part of the Houston Municipal code.

SECTION 2: SEVERABILITY: If the provisions of this ordinance, or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to another person or circumstances shall not be affected hereby.

SECTION 3: PURPOSE: The purpose of this ordinance is to refer all searches for fine amounts to one section of Houston Code.

SECTION 4: AMENDMENT:

Chapter 8.05 Fireworks Control is amended as follow:

8.05.040 Controlled use.

A. It is unlawful for any person to discharge or explode any fireworks, except as otherwise provided in this chapter, within any City park or upon any public property or rights-of-way.

B. Subject to any limitations in other sections of this chapter, a person may use saleable fireworks within the City for personal and private use on real property owned by the person, or on real property owned by another with prior consent of the property owner.

C. The sale of fireworks to any person under the age of 18 is prohibited. It is unlawful for persons under 18 years of age to purchase fireworks. Purchasers of fireworks must show proof of age upon request by seller.

D. The sale of the following types of saleable fireworks is prohibited: pop bottle rockets.

E. It is unlawful for any person under the influence of alcohol to discharge or explode fireworks or exploding mixed targets. The penalty for violation of this subsection may result in seizure of the fireworks and/or a fine ~~of up to \$300.00~~ **identified in HMC 1.16**.

F. It is unlawful for any person to negligently or unlawfully discharge fireworks or exploding mixed targets in a manner that could reasonably cause harm to life and property. Any such use, ignition, detonation or explosion of fireworks or exploding mixed targets may result in seizure of the fireworks and/or exploding mixed targets and/or a fine ~~of up to \$300.00~~ **identified in HMC 1.16**.

8.09.050 Penalty.

A. The City may seek any or all of the following remedies:

1. Enjoin or abate a violation of this chapter.

2. Recover the costs of abatement.

3. Recover damages suffered because of the violation.

4. Recover a fine ~~of \$50.00~~ **identified in HMC 1.16** for each day in violation, including for days in which the violation continues or is not abated after an enforcement order is issued.

5. Assess double the amount of fine, penalty, costs and damages for a second or subsequent offense committed by the same person within one year of service of an enforcement order, even if the offense occurs on a different property parcel.

B. The City shall keep an account of the cost, including incidental expenses, incurred in the abatement of any violation of this section. A bill for collection shall be forwarded to the violator specifying the nature and costs of the work performed. For purposes of this section, the term "incidental expenses" shall include but not be limited to the actual expenses and costs to the City in the preparation of the notices, specifications, contracts, work inspection, and interest from date of completion at the rate prescribed by law for delinquent real property taxes.

C. The remedies provided in this section are not exclusive, but are cumulative of all other remedies available at law or in equity.

Chapter 10 Administrative Procedures is amended as follow:

10.11.070 Construction permit fees.

The construction permit fees shall be established in accordance with the published City of Houston Fee Schedule. Failure to obtain a permit will result in a ~~\$300.00~~ fine as provided in HMC 1.16.030. (Ord. 09-23 § 4, 2009; Ord. 12-18 § 4, 2012)

Chapter 8.09 Noise Control is amended as follow:

8.09.050 Penalty.

A. The City may seek any or all of the following remedies:

1. Enjoin or abate a violation of this chapter.

2. Recover the costs of abatement.

3. Recover damages suffered because of the violation.

4. Recover a fine identified in HMC 1.16 ~~of \$50.00~~ for each day in violation, including for days in which the violation continues or is not abated after an enforcement order is issued.

5. Assess double the amount of fine, penalty, costs and damages for a second or subsequent offense committed by the same person within one year of service of an enforcement order, even if the offense occurs on a different property parcel.

B. The City shall keep an account of the cost, including incidental expenses, incurred in the abatement of any violation of this section. A bill for collection shall be forwarded to the violator specifying the nature and costs of the work performed. For purposes of this section, the term "incidental expenses" shall include but not be limited to the actual expenses and costs to the City in the preparation of the notices, specifications, contracts, work inspection, and interest from date of completion at the rate prescribed by law for delinquent real property taxes.

C. The remedies provided in this section are not exclusive, but are cumulative of all other remedies available at law or in equity.

SECTION V: EFFECTIVE DATE: This ordinance shall take effect upon adoption by the Houston City Council.

PASSED AND APPROVED AND ADOPTED by a duly constituted quorum of the Houston City Council on _____, 2025.

THE CITY OF HOUSTON, ALASKA

Carter Cole, Mayor

128 **ATTEST:**

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City Clerk

{Seal}

**HOUSTON, ALASKA
ORDINANCE 25-23**

AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING AMEND HOUSTON MUNICIPAL CODE 1.16 GENERAL PENALTY TO INCLUDE THE CODIFIED PENALTY IDENTIFIED IN HMC 8.07.060.

BE IT ORDAINED AND ENACTED BY THE CITY OF HOUSTON, ALASKA:

WHEREAS, HMC 8.07 False Alarms identifies guidelines, penalties, and fees associated with false alarms; and,

WHEREAS, HMC 8.07.060 Penalty provides for a civil penalty for knowingly violates a provision of HMC 8.07; and,

WHEREAS, HMC 1.16 General Penalty is intended as a list of all civil penalties listed in Houston Municipal Code; and,

WHEREAS, AM 25-XX is included to identify the code that established the penalty; and,

WHEREAS, the penalty identified in HMC 8.07.060 is not listed in HMC 1.16.

WHEREAS, ~~Strikethrough and italics~~ indicates existing language to be deleted, and **bold and underline** indicates existing language to be deleted.

NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE CITY OF HOUSTON, ALASKA:

SECTION 1: CLASSIFICATION: This ordinance is of a permanent nature and shall become part of the Houston Municipal code.

SECTION 2: SEVERABILITY: If the provisions of this ordinance, or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to another person or circumstances shall not be affected hereby.

SECTION 3: PURPOSE: The purpose of this ordinance is to identify the civil penalty for violating HM 8.07 False Alarms within HMC 1.16 General Penalty.

SECTION 4: AMENDMENT:

HMC 1.16 General Penalty is amended by adding the following in the appropriate numerical order on the codified table:

Code Section	Description of Offense	Fine
<u>HMC 8.06.070</u>	<u>Intentional False Alarms</u>	<u>\$2,000.00</u>

SECTION 5: EFFECTIVE DATE: This budget ordinance shall take effect upon adoption by the Houston City Council.

ADOPTED by the Houston City Council on _____.

THE CITY OF HOUSTON, ALASKA

Carter Cole, Mayor

ATTEST:

{Seal}

City Clerk

Minutes of Previous Meetings



HOUSTON CITY HALL
PO Box 940027
13878 W Armstrong Rd
Houston AK 99694

Carter Cole Mayor Seat C
Dave Childs Dep. Mayor Seat E
Lisa Johansen Seat A
Jeffrey Brasel Seat B
Kent Mitchell Seat D
Laurie Faubert Seat G
Sandy McDonald Seat F

Regular City Council Meeting Minutes

July 10, 2025, at 6:00 pm DRAFT

1. Call to Order: 6:00pm by Mayor Cole
2. Roll Call: Present; Johansen, Brasel, McDonald, Mitchell, Deputy Mayor Childs, Mayor Cole: Excused: Faubert
3. Invocation & Pledge of Allegiance: Mayor Cole & Kent Mitchell/Jeff Brasel.:
4. Approval of Agenda:

Mayor Cole made a motion to approve the agenda; Councilmember Mitchell seconded the motion. Discussion: Change the lettering under New Business from A B C C D to A B C D E, move Ordinance 25-18 to New Business item 10. F. and move Ordinance 25-16 to New Business item 10. G.

Vote: Passed unanimously.

5. Special Orders of the Day: None

6. Reports/Correspondence

- A. State Legislators: None/None Received
- B. Mat-Su Borough Assembly District Representative: None/None Received
- C. Mayor's Report
- D. Commission/Committee Reports: None Received
- E. Department Reports

- City Clerk
- Finance Director
- Public Works Director
- Public Safety Director

7. Public Participation

Public Hearings – 3 minutes per person – A member of the public may address the council for a maximum of 3 minutes before Council discussion and action on Ordinances.

- A. Public Hearing, Thursday July 10, 2025, at Houston City Hall Regular Council Meeting at 6:00pm. Comments from Citizens, Council, and an Action Vote by the Council:
- B. Persons to be Heard: Presentations from Citizens/Businesses who requested to be on the agenda: None
- C. Audience Comments: *Three minutes per person on other matters.*

Christine Nelson against Ordinance 25-18, wants more background information about Melissa Sonnek for Public Works Director.

Lance Wilson pointed out errors in Ordinance 25-18, should be referred back to Planning & Zoning.

Dan Lewis raised concerns about music from Houston Grass Station Campground and standards of decency.

Debra Fanning asked why CIP is 2026-2032, stated complaints about loud music from the Matanuska Thunder Festival, stated Ordinance 25-18 is taking over the rights of the citizens.

Carla Vanderbee stated congratulations on receiving funding for Fire Station 9-3 and don't forget natural gas.

Steve _____ asked how Ordinance 25-18 will be enforced and will there be fines.

Bonnie Lilley stated we should be cleaning up other properties that are hideous preventing other people the ability to sell properties next to them.

Ann Lions spoke against Ordinance 25-18.

- 8. Consent Agenda: *With one vote everything under the consent agenda can be approved and or an item may be removed and placed elsewhere on the agenda.*

A. Introduction of Ordinances: *Council introduces the ordinances and sets public hearing for August 14, 2025.*

1. ORDINANCE NO. 25-16: SUBJECT TO VOTER APPROVAL AT THE OCTOBER 7, 2025 CITY GENERAL ELECTION, AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HMC TITLE 1 GENERAL PROVISIONS TO ADD CHAPTER 1.20 CITY HOLIDAY DECLARING THE THIRD SATURDAY IN AUGUST EACH YEAR AS A HOLIDAY FOR HOUSTON FOUNDER'S DAY.

**Moved to New Business item 10. G.*

2. ORDINANCE NO. 25-17: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HOUSTON MUNICIPAL CODE (HMC) SECTION 10.13.050 APPLICATION FOR UTILITY PERMIT.

3. ORDINANCE NO. 25-18: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HMC CHAPTER 10.03 DISTRICT REGULATIONS AND CHAPTER 10.05 SIGNS AND INTERSECTION VISIBILITY.

**Moved to New Business item 10.F*

B. Minutes of Previous Meeting:

1. June 12, 2025

Mayor Cole made a motion to approve the consent agenda, introducing Ordinance 25-17 and setting the public hearing for August 14, 2025; Councilmember Brasel seconded the motion.

Vote: Passed unanimously.

9. Unfinished Business:

A. AM No. 25-17: Approve Fee Schedule for Fiscal Year 2026.

Mayor Cole made a motion to approve AM No. 25-17; Councilmember Mitchell seconded the motion. Discussion amongst councilmembers.

Vote: Passed unanimously.

10. New Business:

A. RESOLUTION NO. 25-07: A RESOLUTION OF THE HOUSTON CITY COUNCIL CONFIRMING THE APPOINTMENT OF MELISSA SONNEK AS PUBLIC WORKS DIRECTOR.

Councilmember Mitchell made a motion to approve Resolution 25-07; Councilmember

Brasel seconded the motion. Discussion amongst councilmembers.

Councilmember McDonald made a motion to amend; add at line 26 whereas 4.7.2 of the City's Personnel Handbook requires an additional 90 day probationary period and be evaluated again at that time. As 4.7.2 allows she may be permitted to return to her former position, if it remains unfilled, and as the Mayor determines it to be in the City's best interests; Councilmember Johansen seconded the motion.

Vote: Roll Call: Brasel-Y, McDonald-Y, Childs-N, Johansen-Y, Mitchell-N, Cole-N; Tie Vote, motion failed.

Main Motion as amended:

Vote: Roll Call: Passed Unanimously.

B. RESOLUTION NO. 25-08: A RESOLUTION OF THE HOUSTON CITY COUNCIL ADOPTING THE LEGISLATIVE PROPERTIES FOR FISCAL YEARS 2026-2032 CAPITAL IMPROVEMENT PROGRAM.

Mayor Cole made a motion to approve Resolution 25-08; Councilmember Mitchell seconded the motion.

Mayor Cole made a motion to amend Resolution 25-08 to add Lighting and Radio accessories for the new offroad firetruck and add back into the CIP Station 9-3/Public Works shared facility; Councilmember McDonald seconded the motion.

Vote: Passed unanimously

Main motion as amended:

Vote: Passed Unanimously.

C. RESOLUTION NO. 25-09: A RESOLUTION OF THE HOUSTON CITY COUNCIL CONFIRMING THE APPOINTMENT OF RANDI MADISON TO THE PARKS AND RECREATION ADVISORY COMMISSION SEAT E.

Mayor Cole made a motion to approve Resolution 25-09; Deputy Mayor Childs seconded the motion. Q & A with councilmembers and Randi Madison.

Vote: Passed unanimously.

D. AM No. 25-18: Authorizing the Mayor to sign an agreement with Altman, Rogers & Co for an audit of City finances ending FY25, June 30, 2025.

Councilmember Mitchell made a motion to approve AM No. 25-18; Councilmember Brasel seconded the motion. Discussion amongst councilmembers.

Vote: Passed unanimously.

E. ORDINANCE 25-15: AN ORDINANCE OF THE HOUSTON CITY COUNCIL TO ACCEPT AND APPROPRIATE CITY OF HOUSTON'S ADMINISTRATIVE ALLOWANCES OF \$50,741.55 DHS-EM PW 0827 (Cat Z) FINAL ADJUSTED AMOUNT.

Mayor Cole made a motion to introduce and set the public hearing for Ordinance 25-15 to August 14, 2025; Councilmember Brasel seconded the motion. Discussion amongst councilmembers.

Vote: Passed unanimously.

F. ORDINANCE 25-18: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HMC CHAPTER 10.03 DISTRICT REGULATIONS AND CHAPTER 10.05 SIGNS AND INTERSECTION VISIBILITY.

Mayor Cole made a motion to introduce and set public hearing for Ordinance 25-18 to August 14, 2025; Deputy Mayor Childs seconded the motion. Discussion amongst councilmembers.

Councilmember McDonald made a motion to amend Ordinance 25-18 sending it back to Planning & Zoning and schedule the required review and public hearing; Councilmember Mitchell seconded the motion. Discussion amongst councilmembers.
Motion rescinded by McDonald and Mitchell.

Main Motion:

Vote: Failed unanimously

Councilmember McDonald made a motion to send Ordinance 25-18 back to Planning and Zoning and schedule the required review and public hearing; Councilmember Brasel seconded the motion.

Vote: Passed unanimously.

G. ORDINANCE NO. 25-16: SUBJECT TO VOTER APPROVAL AT THE OCTOBER 7, 2025 CITY GENERAL ELECTION, AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING THE THIRD SATURDAY IN AUGUST EACH YEAR AS A HOLIDAY FOR HOUSTON FOUNDER'S DAY.

Councilmember Mitchell made a motion to introduce Ordinance 25-16 and set public hearing for August 14, 2025; Deputy Mayor Childs seconded the motion. Discussion amongst councilmembers and petitioner.

Vote: Passed unanimously.

11. Record of Items Placed on the Table: None

12. Audience Comments – *3 minutes per person*

Lance Wilson thanked the council for their decision regarding Ordinance 25-18 and offered another way for the ballot measure.

Bonnie Lilley thinks that the petition process is extremely important.

Sue Lawrence thanked the Council for sending Ordinance 25-18 back to Planning and Zoning for review and process.

13. Executive Session: None

14. Council, Clerk, & Mayor Comments

Clerk – Council Seat Candidate packets are due in the Clerk's office by July 15th, must withdraw on the 18th if changing your mind.

Mitchell – Thanks petition sponsors, congratulations to Melissa, thanked councilmembers and public for voicing their concerns.

Brasel – Thanked public for leg work on ballot measure, explained the two ways to get on the ballot.

McDonald – happy there a lot of people here, we work for you, and we appreciate you and all of you for your hard work on the petition, thankful for all of you, and thank you for all of your support.

Johansen – thanked the public for their comments and participation, thanked council for sending 25-18 back, congratulations to Randi Madison and Melissa Sonnek, thanked the clerks for the GoGov app, thanked ballot initiative sponsors for their work, spoke of the kittens being rescued.

Childs – Thanked public and Bonnie for her work and help with the elders in the public on ballot initiative, spoke of Matsu Health Foundation Health Summit.

Cole – Thanked Council, there's a lot of big things happening for Houston, getting the skid steer and big dump truck.

15. Adjournment: 9:05pm.

Carter Cole, Mayor

SEAL

ATTEST:

Tani Schoneman, CMC, City Clerk

Disabled Persons Needing Reasonable Accommodation in Order to Participate at a Council Meeting should Contact
the City Clerk at 892.6869 at Least 5 Days in Advance of the Meeting

New Business



Approved	Denied
Public Hearing	
Date Action Taken	
Attest:	

**CITY OF HOUSTON
ACTION MEMORANDUM NO. 25-26**

Title: Authorizing the Mayor to sign a Professional Service Agreement with Corvus Design Inc., for \$49,500.00.

Originator: Mayor
Date: July 17, 2025

Agenda of: July 22, 2025

Route to:	Department Head	Signature	Date
X	City Clerk		
X	Public Safety Director		8/8/25
X	Treasurer		
X	Public Works Director		

Reviewed by Mayor: 

Attachment(s):

- Corvus Design Proposal In response to the City RFP for the Phase I Master Plan.
- Professional Service Agreement.

Fiscal Impact: yes ☒ or no ☐

Funds are budgeted yes ☒ or no ☐

Account name/number E – 06-600-6210

Summary statement:

In June 2025 the City issued an RFP for Master Plan and design of Phase I items.

This Action Memorandum will authorize the mayor to sign a Professional Services Agreement with Corvus Design Inc., for work on the Phase I Master Plan located near the Houston Little Su Campgrounds, to be completed for the City of Houston and funded by the grant from Mat-Su Trails and Parks Foundation that was accepted and appropriated by the City Houston Council June 2025. We anticipate work to be completed by December of 2025.

Administration recommendation: Approve Action Memorandum 25-26

AGREEMENT FOR SERVICES
For
PARKS AND RECREATION MASTER PLAN PHASE 1 LITTLE SUSITNA
CAMPGROUND AND SURROUNDING CITY PROPERTY

THIS AGREEMENT FOR SERVICES is made and entered into this ____ day of _____, 2025, by and between the City of Houston, Alaska, an Alaska Second Class City, whose address is Post Office Box 940027, Houston, Alaska 99694, hereinafter called *OWNER*, and _____, licensed and qualified to do business within the State of Alaska, whose address is _____, hereinafter called *CONTRACTOR*.

Recitals

A. OWNER desires the performance, provision, and accomplishment of the work, services and materials described and set forth in **Section III Scope of Services of the RFP #01-2025 - PR 001**

B. CONTRACTOR represents that it is ready, able and qualified to perform and provide, and will perform and provide, in all respects, all of the work, services, and materials and otherwise perform all of the terms, covenants, conditions and provisions of the agreement in the manner, at the times, and for the consideration hereafter provided.

NOW, THEREFORE, for and in consideration of the terms, covenants, conditions and provisions contained herein, and/or attached and incorporated herein and made a part hereof, the parties hereto agree as follows:

Section 1: Agreement to Perform. OWNER hereby agrees to engage CONTRACTOR, and CONTRACTOR hereby agrees to perform, complete, provide and furnish, in a timely and proper manner, and pursuant to and in accordance with all of the terms, covenants, conditions and provisions of this agreement, all of the work, services, labor and materials required to accomplish all of the following work for the project entitled: **RFP #01-2025 - PR 001 Parks and Recreation Master Plan Phase 1 Little Susitna Campground and Surrounding City Property.**

Section 2. Term. The effective date of this Agreement is for one year. From August 1, 2025 through July,31 2026 with up to three years renewable options.

Section 3: Compensation and Payment. For and in consideration of the timely and proper performance of work authorized as provided herein, OWNER shall pay CONTRACTOR on the basis of the Contractor's Proposal Section 6 Budget for a total of \$49,500.00.

Section 4: No Additional Work. No claim for additional work, services or materials, not specifically and expressly requested and authorized as provided for in this agreement, or by a written amendment thereto signed by both parties, done or furnished by CONTRACTOR, will be allowed or paid by OWNER, and CONTRACTOR expressly waives any claim therefore.

Section 5: CONTRACTOR Qualified. CONTRACTOR expressly represents and warrants it is now and shall continue to be at all times during the performance of this agreement, the holder of all required or necessary professional, business or other licenses or permits and is qualified and capable of performing all of the work covered or called for by this agreement and is presently ready, able and willing to undertake and perform all of such work and services, and to supply all necessary materials and equipment, at the times, and in a non-negligent, professional and workmanlike manner, and pursuant to the terms, conditions and provisions, and for the compensation and payments as herein provided.

Section 6: Independent Contractor. The parties hereto expressly agree that CONTRACTOR shall be and is an independent contractor, is not an employee or agent of OWNER, and is, therefore, entitled to no insurance coverage, whether worker's compensation or otherwise, and no other benefits accorded to OWNER'S employees. No withholding, FICA, or other taxes (whether income, sales or otherwise) or other amounts will be withheld from the payments due to CONTRACTOR, it being understood that CONTRACTOR is solely responsible.

Section 7: Termination.

(a) Termination for Cause. This agreement may be terminated in whole or in part in writing by OWNER in the event of failure by CONTRACTOR to fulfill any of the terms and conditions of this agreement upon the giving of not less than five (5) calendar days prior written notice of intent to terminate in the manner provided in Section 14 hereof.

(b) Termination for Convenience of OWNER. This agreement may be terminated in whole or in part in writing by OWNER for OWNER'S convenience provided CONTRACTOR is given not less than Fourteen (14) calendar days prior written notice of intent to terminate in the manner provided in Section 14 hereof.

(c) In the event termination is for the convenience of OWNER pursuant to (b) above, CONTRACTOR shall be paid for the services that have been actually performed in accordance with this Agreement prior to the effective time of such notice of intent to terminate and for which the CONTRACTOR has not been paid and for reimbursement of any reimbursable expenses allowable under this Agreement that were actually expended and not reimbursed prior to the effective time of such notice of intent to terminate, and OWNER shall not be liable or responsible for any loss of profits or any other consequential or special damages, amounts or payments, of any kind or any nature whatsoever to CONTRACTOR.

(d) Upon receipt of a termination notice, CONTRACTOR shall promptly discontinue all services and deliver or otherwise make available to OWNER all data, drawings, notes, specifications, reports, estimates, summaries, work in progress, and any and all other information and/or materials as may have been accumulated by CONTRACTOR in performing this agreement, whether completed or in process.

(e) No other damages, whether for lost profits or otherwise, other than the amounts allowed and computed as provided for in this Section 7 shall be due or payable to CONTRACTOR in the event of termination.

Section 8: Conflict of Interest. CONTRACTOR covenants, warrants and represents that CONTRACTOR has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner with the subject matter or the performance of this agreement. CONTRACTOR further covenants, warrants, and represents that in the performance of this agreement, no person having any such interest shall be employed.

Section 9: Hold Harmless and Indemnity. The CONTRACTOR shall indemnify, defend, and hold harmless the contracting agency [OWNER] from and against any claim of, or liability for, negligent acts, errors, and omissions of the CONTRACTOR under this agreement. The CONTRACTOR is not required to indemnify, defend, or hold harmless the contracting agency for a claim of, or liability for, the independent negligent acts, errors, and omissions of the contracting agency. If there is a claim of, or liability for, a joint negligent act, error, or omission of the CONTRACTOR and the contracting agency, the indemnification, defense, and hold harmless obligation of this provision shall be apportioned on a comparative fault basis. In this provision "CONTRACTOR" and "contracting agency" include the employees, agents, and contactors who are directly responsible, respectively, to each. In this provision, "independent negligent acts, errors and omissions" means negligence other than in the contracting agency's selection, administration, monitoring, or controlling the CONTRACTOR, or in approving or accepting the CONTRACTOR'S work.

Section 10: Insurance.

(a) CONTRACTOR shall maintain in good standing the insurance described in subsection (b) of this section. Before rendering any services under this contract, CONTRACTOR shall furnish OWNER a Certificate of Insurance showing proof of insurance in accordance with subsection (b) of this section in a form acceptable to OWNER.

(b) CONTRACTOR shall provide the following types of insurance. OWNER shall be named as additional insured on all insurance policies except workers' compensation contracts and CONTRACTOR shall provide the Owner with a Certificate of Insurance showing the Owner as an additional insured. All policies shall have a thirty (30) day cancellation clause.

(1) Workers' compensation and employer's liability coverage as required by Alaska law.

(2) Comprehensive general liability, including contractual, property damage, bodily injury, premises operations including explosion, collapse and underground; products and complete operations, broad form property damage and personal injury coverages in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.

(3) Comprehensive automobile liability, bodily injury and property damage, including all owned, hired and non-owned automobiles in the amount of \$1,000,000 each occurrence and \$2,000,000 aggregate.

(4) Each policy of insurance required by this section shall provide for no less than thirty (30) days' advance notice to OWNER prior to cancellation.

(5) The failure of the CONTRACTOR to provide the proof of insurance and the Certificate showing the OWNER as an additional insured within thirty days of the effective date of this Agreement shall constitute a material breach of this Agreement.

Section 11: Independent Contractor: No Authority to Bind OWNER. The parties agree that CONTRACTOR is an independent contractor and is not, and shall not be construed to be, a partner, joint venture, employee or agent of OWNER and shall not, and is not authorized to, enter into or make any contracts or agreements, or enter into any other understanding with any other person, corporation, partnership, joint venture, or other entity, in the name of or for the benefit of OWNER.

Section 12: Assignment and Subletting Prohibited. CONTRACTOR shall not assign, transfer, convey, pledge, hypothecate, sublet, subcontract or otherwise dispose of or encumber this agreement, or the rights thereunder, nor shall CONTRACTOR delegate any of its duties without the prior written consent of OWNER. Any such attempted assignment, transfer, conveyance, pledge, hypothecation, subletting or other disposition, or the attempted assignment, disposition or delegation of duties or rights, shall be null and void and of no force or effect and shall be grounds and cause for immediate termination of this agreement without liability by and at the option of OWNER. The OWNER shall not approve any assignment to an LLC unless the CONTRACTOR personally guarantees the performance of the LLC or the members of the LLC personally guarantee the performance of the LLC.

Section 13: Notice. Any notice, demand, request, consent, approval or other communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail to the address set forth below. Either party may change its address by

notifying the other party of its change of address in writing. Notice shall be deemed to have been duly made and given when delivered if served personally, or upon the expiration of twenty-four (24) hours after the time of mailing if mailed as provided in this section.

OWNER: City of Houston
P.O. Box 940027
Houston, Alaska 99694

CONTRACTOR: Corvus Design Inc.,
2506-B Fairbanks St
Anchorage, Alaska 99503

Section 14: Equal Employment Opportunity.

(a) CONTRACTOR shall not discriminate against any employee, applicant for employment, or subcontractor because of race, color, religion, national origin, ancestry, age or sex. CONTRACTOR will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, national origin, ancestry, age or sex. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. CONTRACTOR agrees to post notices in conspicuous places available to employees and applicants for employment and to state in all solicitations for contract jobs the provisions of this nondiscrimination clause.

(b) CONTRACTOR agrees to fully cooperate with the office or agency of the State of Alaska which seeks to deal with the problem of unlawful or invidious discrimination and with all other State efforts to guarantee fair employment practices under this agreement, and CONTRACTOR will comply promptly with all request and directions from the State Commission of Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.

(c) Failure to perform any of the above agreements pertaining to equal employment opportunities shall be deemed a material breach of the contract and sufficient grounds for termination of this agreement for cause.

Section 15: Miscellaneous.

(a) Relationship of the Parties. Nothing herein contained shall be deemed or construed by the parties, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties, it being understood and agreed that neither method of computation of payment nor any other provision

contained herein, nor any acts of the parties, shall be deemed to create any relationship between the parties other than the relationship of OWNER and an independent contractor.

(b) Terminology. Whenever herein the singular number is used, the same shall include the plural, and the masculine gender shall include the feminine and neuter genders.

(c) Nonwaiver. No delay or omission of the right to exercise any power by either party shall impair any such right or power, or be construed as a waiver or any default or as acquiescence therein. One or more waivers of any covenant, term or condition of this agreement by either party shall not be construed by the other party as a waiver of a subsequent breach of the same covenant, term or condition. The consent or approval by either party to any act by the other party of a nature requiring consent or approval shall not be deemed to waive or render unnecessary consent to or approval of any subsequent similar act.

(d) Law Applicable. The laws of the State of Alaska shall govern the construction, validity, performance and enforcement of this agreement. The Superior Court for the State of Alaska, Third Judicial District at Palmer, Alaska, shall be the exclusive jurisdiction and venue for any and all claims of any kind and any nature arising out of or related to this Agreement in any way. .

(e) Paragraph Headings. The headings of the several sections and subsections contained herein are for convenience only and do not define, limit or construe the contents of such sections and subsections.

(f) Successors and Assigns. Except as otherwise provided herein, the covenants, agreements and obligations herein contained shall extend to bind and inure to the benefit not only of the parties but also to their respective personal representatives, heirs, successors and assigns.

(g) Compliance with Laws and Regulations. CONTRACTOR shall, at CONTRACTOR'S sole cost and expense, comply with all of the requirements of all local, state or federal laws, ordinances or regulations now in force, or which may hereafter be in force, pertaining to this agreement or the project or work to be performed, and shall faithfully observe in the performance of this agreement all local, state and federal laws, ordinances and regulations now in force or which may hereafter be in force.

(h) Terms Construed as Covenants and Conditions. Every term and each provision of this agreement performable by CONTRACTOR shall be construed to be both a covenant and a condition.

(i) Time of the Essence. Time is of the essence as to each term, condition, covenant and provision of this agreement.

(j) Entire Agreement. This agreement, and any schedules, appendices or exhibits attached hereto, sets forth all the covenants, promises, agreements, conditions and understandings between the parties, and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than as herein set forth. Except as expressly provided, no contemporaneous or subsequent agreement, understanding, alteration, amendment, change or addition to this agreement, or any schedule, appendix, exhibit or attachment thereto, shall be binding upon the parties unless reduced to writing and signed by both parties. CONTRACT agrees and understands that no employee, representative or consultant of the OWNER, nor the Mayor, has any authority to verbally modify or amend this Agreement. This agreement constitutes a final, complete and exclusive statement of the agreement between the parties.

(k) Severability. In the event any provision of this agreement is adjudicated or held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

(l) Interpretation and Enforcement.
This Agreement is the result of good faith, arm's length negotiations by the parties. The parties acknowledge that the parties and their counsel have reviewed and revised this Agreement and agree that the normal rule of construction - to the effect that any ambiguities are to be resolved against the drafting party - shall not be employed in the interpretation of this Agreement or any exhibits or amendments to this Agreement. The titles of sections in this Agreement are not to be construed as limitations or definitions, but are for identification purposes only.

(m) Understanding.
The CONTRACTOR acknowledges that the CONTRACTOR has read and understands the terms of this Agreement and has had the opportunity to review the Agreement with counsel of his/her choice, and is executing this Agreement of his/her own free will.

(n) No Third Party Beneficiary
The provisions of this Agreement are and will be for the benefit of CONTRACTOR and OWNER only and are not for the benefit of any third party and accordingly, no third party shall have the right to enforce the provisions of this Agreement.

WHEREFORE the parties have entered into this agreement the date and year first above written.

OWNER:

City of Houston

ATTEST:

Tani Schoneman
City Clerk

By: _____
Carter Cole
City Mayor

STATE OF ALASKA)
)ss:
Third Judicial District)

The foregoing instrument was acknowledged before me this _____ day of _____, 2025, by Carter Cole and Tani Schoneman, City Mayor and City Clerk, respectively, of the City of Houston, Alaska, an Alaska municipal corporation, on behalf of the corporation

Notary Public for Alaska
Commission expires: _____

CONTRACTOR:
Corvus Design Inc.,

ATTEST:

Secretary: _____ By: _____
Title: _____

Corporate Certificate

I, _____, certify that I am the Secretary of the corporation named as CONTRACTOR in the foregoing instrument; that _____, who signed said instrument on behalf of CONTRACTOR, was then _____ of said corporation; that said instrument was duly signed for and on behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

Notary Public for Alaska
Commission expires: _____

EXHIBITS

9

PARKS AND RECREATION MASTER PLAN

PHASE 1 LITTLE SUSITNA CAMPGROUND & SURROUNDING PROPERTY



c/o Tani Schoneman, City Clerk
City of Houston
13878 West Armstrong Road
Houston, Alaska 99694

1. COVER LETTER

c/o Tani Schoneman, City Clerk
City of Houston
13878 West Armstrong Road
Houston, Alaska 99694

*Response to RFP#01-2025-PR001:
Parks and Recreation Master Plan
Phase 1 Little Susitna Campground and Surrounding Property*

July 15, 2025

STATEMENT OF OUR TEAM'S ENTHUSIASM

Corvus Design, an Alaskan landscape architectural firm founded in 2006, specializes in recreation planning and design and is pleased to respond to your Request for Proposals. We have teamed up with three firms with a long history of working together: PND Engineers, Alder Architecture, and RSA Engineering. Corvus Design, PND, and Alder were present for the pre-proposal site visit and took the opportunity to walk the site.

We thoroughly understand the opportunities (and challenges) for smaller Alaskan communities to deliver high-quality parks and playgrounds, sports facilities, trails, activities, and events, while operating and maintaining these facilities for residents and visitors. We are also very familiar with the planning, design, and operation of campgrounds (serviced and unserviced). Our team is also very familiar with projects in the Matanuska-Susitna Borough, including in and around Houston. Our recent projects include a new master plan for the Mat-Su River Park Campground in Palmer, assisting the Mat-Su Softball Association with exhibits for their proposed expansion of the Bumpus Ballfields, planning and design for improvements at the Susitna Landing Public Use Facility Boat Launch & Campground, and developing conceptual park options and a preferred alternative for the City of Wasilla for Nunley Park.

Corvus Design is in its 20th year of developing recreation projects throughout Alaska. Over 150 of our projects have included services for recreation inventories, assessments, playground safety inspections, community-wide, neighborhood, and site-specific recreation master planning, and the planning and design of parks, trails, and playgrounds. Over the last five years, we have helped numerous Alaska communities develop park-specific master plans and comprehensive community Parks and Recreation Master Plans. These include the Ketchikan Gateway Borough, City of Valdez, City of Kodiak, Haines Borough, City and Borough of Juneau, City of Cordova, City of Homer, the Bristol Bay Borough, and others. We are proud of our past recreation planning work and are excited to apply our knowledge, skills, and insight to your community.

We recognize the significance of our parks and recreation facilities in shaping our communities and enhancing the health and well-being of our citizens. We are also acutely aware of the challenges of providing the needed level of service and ensuring that facilities are appropriately planned and designed for construction and operations. We are very mindful of the additional demands placed on your parks and recreation assets due to being along a key Alaskan route for accessing recreation, as well as being a primary Alaskan "tourist route" with the added opportunity (and pressure) of providing for their needs and desires. With your site anchored as an existing campground destination, expanding its community opportunities will bring great value to all users.

Peter Briggs is the president of Corvus Design, Inc., and has the authority to bind Corvus Design within this contract should it be awarded to our team. We have received one addendum. We thank you for the opportunity to propose for this project and we are excited by the opportunity to work with the City of Houston.



Peter Briggs, PLA, ASLA
President & Principal Landscape Architect
Corvus Design, Inc.

2506-B Fairbanks St. Anchorage, AK 99503 907.222.2859
pbriggs@corvus-design.com www.corvus-design.com



Corvus Design

We are an independent landscape architecture and planning firm with a staff of five. We focus on functional outcomes that meet our clients' needs, and recognize our climate and maintenance requirements. We seek simple and elegant solutions that offer efficiency and are cost-sensitive. Our primary role is to understand our clients' missions and assist them in achieving them.

Our Parks, Play, and Recreation Philosophy:

We plan and design parks, playgrounds, and recreation facilities to create diverse and inclusive environments where the community can play safely and fully engage in recreation. Accessible parks and recreation facilities create essential opportunities for developing a wide variety of skill sets and social behaviors. It is crucial to provide these spaces to all, regardless of age, cognitive/emotional/physical/mental states, personal circumstances, or cultural background. The ability to play and recreate freely is a sign of a healthy and vibrant community.



2. COMPANY PROFILE

This section introduces our firm and the three sub-consultants we have on our team.

PRIME CONSULTANT

CORVUS DESIGN

Landscape Architecture and Planning

Anchorage Office: 2506 Fairbanks Street, Suite B, Anchorage, Alaska 99503. (907) 222-2859.

Wasilla Office: 119 Seward Street, Suite 15, Juneau, Alaska 99801 (907) 988-9000.

Role: Project Management, Public Facilitation, Park, Playground and Trail Planning and Design.

Founded in 2006, Corvus Design is a full-service planning and landscape architecture firm. We have provided services for over 1,000 projects to more than 350 clients throughout the state. As a pure landscape architecture and planning firm, our focus includes parks and recreation planning and design in Alaska, and we have developed over 150 park, play, and recreation projects. We have four licensed landscape architects supported by additional landscape architectural staff. Two of our staff are National Recreation and Park Association Certified Playground Safety Inspectors (CPSI).

Corvus Design has provided recreation planning and design services throughout Alaska, with work in Hawaii and the Pacific Northwest. Our local government recreation work includes trail and non-motorized facilities, playground design, sports courts and athletic fields, day-use areas, neighborhood and urban parks, and campgrounds. We have provided similar services to the State of Alaska and federal agencies, including the US Forest Service, National Park Service, and US Fish and Wildlife Service (where our specializations include visitor facilities and remote recreation). We have provided parks and recreation planning services for the City of Wasilla, the Ketchikan Gateway Borough, the City and Borough of Juneau, the City of Valdez, the City of Sitka, the Municipality of Anchorage, the City of Wrangell, the Haines Borough, the City of Homer, the City of Kodiak, the City of Cordova, the City of Kenai, and the Bristol Bay Borough. Corvus Design has delivered projects that include inventories and analyses, playground inspections, system-wide master plans, park-specific master plans, conceptual designs, construction documents, and construction period services.

SUBCONSULTANTS

PND ENGINEERING

Civil Engineering, Structural Engineering, Geotechnical Engineering, Surveying

Palmer Office: 625 South Cobb Street, Suite 202, Palmer (907) 707-1081

Role: Master Plan Development and Cost Estimation

Founded in 1979, PND Engineers, Inc. has more than 100 full-time employees. PND opened its Palmer office in 2012 to more efficiently respond to the growing needs of the MatSu. PND has collaborated with cities, states, and the federal government on numerous master planning efforts, including projects for parks and recreational facilities. Many of these projects have been with Corvus Design, including current work to renovate the Susitna Landing Public Use Facility Boat Launch & Campground in Willow. PND's civil engineers are highly experienced in trail, site, roadway, and parking design, supported by a wide variety of engineering staff (structural, geotechnical, and hydrologic/hydraulic engineers) as well as land surveyors.

ALDER ARCHITECTURE & DESIGN

Architecture

Wasilla Office: 5050 Dunbar Drive, Suite C, (907) 357-2537

Role: Master Plan Support (as needed)

Founded in 2015, the Alder Architecture team offers expertise in a wide range of architectural and code challenges. With the majority of their work occurring throughout the MatSu, they are familiar with the area's communities and their needs. Corvus Design is a frequent team member with Alder, including recent master planning work for the expansion of the Upper Susitna Senior Center, which included site amenities and recreation. They provide each client with the necessary attention and care in design and construction to ensure high-quality outcomes.

RSA ENGINEERS

Electrical Engineering

Anchorage Office: 670 West Fireweed Lane, Suite 200 (907) 276-0521

Role: Master Plan Support (as needed)

Founded in 1986, RSA Engineering, Inc. provides mechanical and electrical engineering services for projects located throughout Alaska, the Continental US, and Antarctica. RSA has a reputation among both owners and consulting firms for providing effective and efficient solutions to challenges of all sizes. Corvus Design has been involved in numerous projects with RSA, including several visitor center facilities, and has served as subconsultants on projects like yours. We use them on our projects for their "can-do" attitude, focusing on being a company that gets it right – and does it fast.



PROJECT EXPERIENCE

This section outlines the specific relevance of several of our projects. We illustrate our direct experience with all of the project components your master plan will need to be successful. We also include lists of similar project types to demonstrate further our expertise in the design and construction of park, playground, recreation, and campground facilities. The knowledge gained from our projects enables us to develop effective plans.

Nunley Park, Wasilla

Client: City of Wasilla

Completion Date: Conceptual Master Planning, 2025

Reference: Richard Antonio, Project Manager | 907.315.7110 | rantonio@cityofwasilla.gov

We are currently assisting the City of Wasilla with the development of a master plan for proposed site improvements at Nunley Park. Initial work has included the development of an initial site concept to help spur community discussions (made available online and shared on-site during July 4th celebrations), and an online survey to understand how residents currently use the park and what improvements they would like to see at the park (with over 150 responses to date). The methodology we are using for this project is a good example of a process option for your park.

Karen Hornaday Park and Campground Master Plan, Homer

Client: City of Homer

Completion Date: Ongoing, 2025

Reference: Julie Engebretsen, Community Development Director | 907.435.3119 | jengebretsen@ci.homer.ak.us

Karen Hornaday Park is a 40-acre community park in Homer with ballfields, gathering areas, event spaces, playgrounds, and a public campground. This park is very similar to the desired scope for your park. We provided master planning services to assist with public engagement, the development of site plan alternatives, and the refinement of a preferred alternative based on phased development.

Jack Gist Park Master Plan, Homer

Client: City of Homer

Completion Date: Planning Documents 2022

Reference: Julie Engebretsen, Community Development Director | 907.435.3119 | jengebretsen@ci.homer.ak.us

This effort was a small-scale project to review vehicle access and parking, surface stormwater drainage, baseball and disc golf facilities, and amenities (restrooms, playground, storage) to support the use of the sports field. The project was developed with the staff to address known issues and opportunities. The conceptual level site master planning included a topography review to ensure the horizontal layout was feasible.

Susitna Landing Public Use Facility Boat Launch & Campground, Willow

Client: Alaska Department of Fish & Game

Completion Date: Ongoing - Preferred Alternative, 2025

Reference: Tracy Smith, Statewide Access Program Coordinator | 907.267.2264 | tracy.smith@alaska.gov

Corvus Design and PND are currently providing planning and design services to enhance water access and improve the visitor experience through the redevelopment of the boat ramp, provision of designated trailer parking, improvements to the day-use area, the addition of vault toilets throughout the campground, and the establishment of new camp host and ADA RV sites. To date, Corvus Design has led the development of multiple site layout options, focusing on better vehicle circulation and the separation of different user types to reduce the potential for conflicts between boat ramp, day-use, and campground user groups.

Nunley Park Planning (2025)



Karen Hornaday Park Master Plan (2024)



Jack Gist Park Planning (2022)



Susitna Landing (2025)



MatSu River Park Campground, Palmer

Client: Matanuska Susitna Borough

Completion Date: Master Plan 2021

Reference: Hugh Leslie, Recreational Services Manager | 907.861.7868 | hugh.leslie@matsugov.us

Corvus Design and PND engineers provided master planning and cost estimation services to renovate and expand the MatSu River Park Campground. The master included phased improvements, with initial work focused on critical repairs and replacements. The following phases would add additional camp loops and amenities to increase capacity and better serve larger RV types. Site economics were an important consideration, with recommendations including how to better serve the camping needs of Alaskan residents and visitors and provide facilities with reasonable operational, maintenance, and staffing obligations.

Lyn Ary Park Master Plan, Anchorage

Client: Municipality of Anchorage (2011)

We include this older project for its similarity to your park in size, facility types, and community importance. Park assets include ballfields and storage facilities, a playground, trails (connecting to a larger trail network), and other park amenities. A slope bisects the park, with the ballfields located below and the playground and other amenities situated above. The master plan is a 60-page document that focuses on confirming and maintaining existing park assets, as well as adding enhancements to better serve current and future users. Since a significant focus is maintenance, "Limits of Acceptable Change (LAC)" were developed to identify undesirable changes and address them early.

Alice Witt Park Planning, Kachemak City

Client: Kachemak City

Completion Date: Master Plan Exhibit 2021

Reference: Bill Fry, City Council | 907.299.1689 | billfry@gmail.com

We provided pro bono services to help a community group qualify for \$21,000 in funding from the Rasmuson Foundation. Our efforts focused on refining and illustrating the desired park improvements, including a master plan graphic, within the grant proposal.

Bumpus Ball Fields, Wasilla

Client: Mat-Su Softball Association

Completion Date: Illustrative Exhibit, 2025

Reference: Adam Imperator, Executive Director | 907.982.2955 | a_imperatoirccloud.com

Public projects require clear (and convincing) documents to communicate the project to the public, decision makers, and funding entities. For this small task, we provided illustrated and labeled site plans to facilitate easier review of the project, in addition to assisting with minor site refinements, including playground, pathway, and landscape improvements.

Bayview Park Playground, Homer

Client: City of Homer/Best Beginnings Homer/ Homer Early Childhood Coalition

Completion Date: 2024 Construction

Reference: Julie Engebretsen, Community Development Director | 907.435.3119 | jengebretsen@ci.homer.ak.us

We initially assisted an early childhood entity to develop a park master plan document (with cost estimation) to seek possible funding for playground improvements. Through a term services contract with Homer, we revisited this project, incorporating additional community engagement and the development of construction drawings, contingent upon available funding. The project included accessibility improvements, a new playground area for children aged 2-5, and general park enhancements for all ages.

MatSu River Park Campground Master Plan, 2021



Lyn Ary Park Master Plan, 2011

Figure 4: Master Plan Graphic - Proposed Future Conditions



Alice Witt Park Planning (2021)



Bumpus Ball Fields Improvements (2025)



The previous projects are site-specific and demonstrate our extensive background in planning and constructing park improvements. Aspects of our expertise come from our larger planning and design projects. Specifically, we have successfully competed for numerous projects with the City of Ketchikan, including the planning and design of parks, playgrounds, recreation facilities, and trails. We share three of these projects here:

Reference: Morgan Barry | Director, Public Works | 907.228.6664 | morganb@kgbak.us

Trails Master Plan, Ketchikan

Completion Date: Planning Documents 2025

The Trails Master Plan identifies a comprehensive vision for Ketchikan's trail system. The plan assesses desired recreational activities and the capacity of existing and potential new trails to support these activities with a focus on trail interconnectivity, wayfinding, and improvements to trailheads, routes, terminus conditions, and amenities on existing trails. Additionally, the Trails Master Plan recommends policies for both motorized and non-motorized trail corridors.

Parks & Playgrounds Master Plan, Ketchikan

Completion Date: Planning Documents 2022

As a part of this master plan and site-specific recommendations, we inventoried over twenty-five parks and playgrounds, numerous trails, beach access sites, natural areas, and undeveloped parkland. The methodology included inventory and analysis, a review of previous master plans, familiarization with Borough budgeting, operations, and maintenance, as well as public engagement (including community prioritizations). The plan includes facility recommendations, park and playground-specific master plans, cost estimates, and operations and management considerations.

As an extension of this work, we have also developed 65% Design Development packages for improvements at Alder Park Playground, Rotary Beach Park, South Point Higgins Park, Lund Street Tot Lot, Mountain Point Park, and Forest Park. The level of detail provided is sufficient to enable the City of Ketchikan Engineering to complete the projects when funding is available.

Field Usage & Development Study, Ketchikan

Completion Date: Planning Documents 2020

We inventoried and assessed the athletic field facilities, identifying community needs and priorities. The engagement process included quantifying demographics and sports participation, assessing the suitability of ongoing programs, evaluating field usage and availability by season, gathering user group input, and projecting current and future field demands. The public outreach effort consisted of two public meetings and a community survey, which garnered over 260 responses. The plan included preliminary master plans, construction costs, and phasing options, and identified sources of funds for improvements.

RELEVANT ADDITIONAL PROJECTS

Parks and Trails - Planning

- » Amalga Meadows Master Plan, Juneau
- » Bristol Bay Borough Parks MP, Naknek
- » Camping Cove Trail Permitting, Juneau
- » Inclusive Playgrounds Strategic Plan, Anchorage
- » Kenai Parks and Recreation Master Plan, Kenai
- » Kodiak Parks Master Plan, Kodiak
- » Marine Park and Seawalk Master Plan, Juneau
- » Mendenhall Glacier Recreation Area Master Plan, Juneau
- » Mount Roberts Cultural Park, Juneau
- » Pioneer Park Playground, Fairbanks
- » Settler's Bay Park Planning, Wasilla
- » South Fairbanks Park Playground, Fairbanks
- » Valdez Parks Master Plan, Valdez

Parks and Trails - Planning & Design

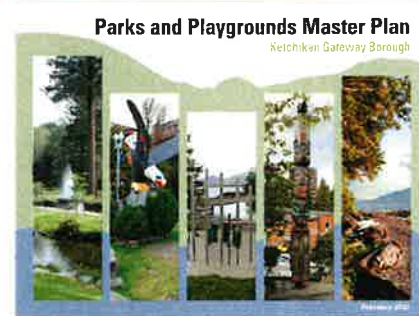
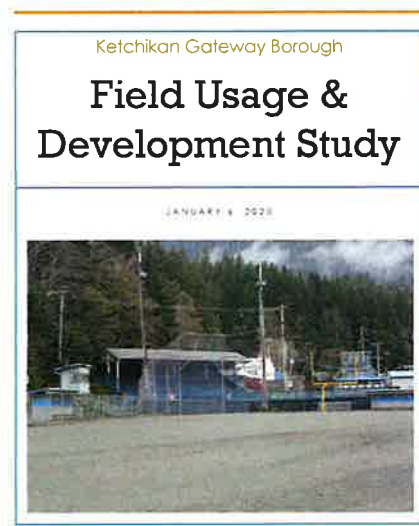
- » Clare House Play Garden, Anchorage
- » Cope Park Master Plan & Improvements, Juneau
- » Eagle's Edge Playground, Juneau
- » Jenae's Playground, Haines
- » Outer Point Trail Permitting, Juneau
- » Portage Cove Interpretive Trail and Park, Haines
- » Project Playground Accessibility, Juneau
- » Project Playground Rebuild, Juneau
- » Pullen Creek Restoration & StreamWalk, Skagway
- » Russian Jack Springs Park Playground, Anchorage
- » Savikko Park, Juneau
- » Settlers Bay Park Task Assistance, Wasilla
- » Sigoo Yu Ye Park and Playground, Juneau
- » Skagway Arts Pavilion, Skagway
- » Yakutat Community Inclusive Playground
- » Zipline Tree Assessment, Skagway

Campgrounds

- » Dolly Varden Lake Campground, Sterling
- » Skagway RV Park Planning, Skagway

Schools - Planning & Design

- » Academy Charter High School, Wasilla
- » Birch Tree Charter School, Wasilla
- » Iditarod Elementary, Wasilla
- » Mat-Su Central School, Wasilla
- » Valley Pathways High School, Palmer
- » Joann A. Alexie Memorial K-12, Atmautluak
- » Ayaprun School, Bethel
- » Gustavus School Playground, Gustavus
- » Mekoryuk School Playground, Mekoryuk
- » Pacific High School, Sitka
- » Anchorage School District (20+ Elementary Schools)



3. PROJECT APPROACH

This section provides information on our understanding of your project and its objectives, and how we will approach your project should we be successful.

PROJECT UNDERSTANDING

The City of Houston seeks a team to develop a Parks and Recreation Master Plan for your Little Susitna Campground site (and adjacent areas). We are familiar with this site, including having attended the pre-proposal site visit (see photos to the right). We have also taken some time to evaluate your site to get a feel for its size and opportunities, including seeing how the uses you describe might fit together, such as trails, park, play, gathering, performance, camping, and sports. The bottom of the page shows a scaled exhibit of the site, with some “cutouts” below that we used to overlay on it to get an understanding of its space. Having seen the site and taken the time to get a feeling for its opportunities (and constraints), we feel that we have a firm understanding of where you are starting from and are excited for the opportunity to assist with the development of a community vision for what it will become.

Our key understanding for this project includes:

- » Work with the City of Houston to clearly define project needs and develop a comprehensive and detailed work plan.
- » Establish and maintain the project schedule and budget through regular communication and collaboration.
- » Analyze existing conditions, needs, and desires to make quantifiable recommendations.
- » Develop an inclusive public process that asks ‘the right questions’ to inform good decisions, and garner public consensus and support for the master plan.
- » Apply innovation to make recommendations that meet needs, maintain and enhance a vibrant park, and prioritize operational and management feasibility.

Site with Related City of Houston Property Outlined (per document received at site visit)



0 500 1000 2000FT
1 inch = 1000 feet @ 8.5x11

Football Field (360'x160' plus margins)

Softball Field (60' baselines)

80 Car Parking Lot (400'x128')

Site Photos from the Pre-Proposal Meeting



In addition to the general project tasks and methodology outlined below, there is a schedule at the end of this section that visually summarizes how we envision the project being delivered.

MANAGEMENT PROCESS

This is a summary of our management to achieve the successful delivery of your project:

- » Contracting: We work efficiently to secure a contract and receive a notice to proceed.
- » Kick-Off: We use the content from this proposal as the basis for our kick-off. We confirm the scope and level of effort, involvement planning, and schedule.
- » Progress Meetings: We recommend regular progress meetings with the client.
- » Approvals and Quality Control: All materials are provided to the client for approval/review before being made public. All documents undergo internal QA/QC before being submitted to the client. Each deliverable is provided to the client as a draft for review before the final products are submitted.

METHODOLOGY

TASK 1 – SCOPE REFINEMENT, CONTRACTING, AND KICK-OFF

This task will have initial overlap with the initiation of Tasks 2, 3, and 4 below. The intent is to confirm project goals and expectations, gather immediately available information, identify any gaps in necessary information that will require effort to fill, develop an overall project schedule (meetings, deliverables, and client review periods), and create an engagement strategy/schedule to accomplish the desired level of community and stakeholder involvement.

We believe we understand the potential issues for your site and possess the necessary experience and skills to develop an appropriate master plan. If there are components where you would like to seek a higher level of consultant expertise, we can integrate our partners into the finalized scope.

TASK 2 – DATA GATHERING AND ANALYSIS

We will work with you to compile all readily available information for the park. We use this to ground the work within the site's history of use and to review functional data that will help to shape plans for the park. As this is a master plan effort for an existing site, we assume that existing information will be sufficient for quantifying most aspects of existing conditions. While we expect our data to consist of Borough GIS and aerial photos, any additional topographic information and survey/as-built information will be used to develop base maps for consultation and to develop exhibits for planning and master plan-level conceptual design.

TASK 3 – PUBLIC ENGAGEMENT

We provide our general processes for public engagement below. These will inform the development of the correct level and type of public engagement for your project. A key aspect of Task 1 will be to "right-size" our processes for planning and public engagement. We have numerous recent examples that we can share with you, including Nunley Park in Wasilla.

We typically recommend three phases for engagement. The first is to gather community knowledge of the site (the good and the bad), hear opinions to understand opportunities and constraints, and record the public vision for the future of the park. This phase is generally open, allowing people to participate fully. This phase often involves specific exercises that guide individuals through a structured process. This process is intentionally tailored to each project to create a welcoming environment that enables all participants to contribute equally. This phase is also the time when participants have the greatest opportunity to influence a project's outcome.

The second phase will present information in a way that allows participants to confirm they have been heard and see their ideas consolidated into master plan options. This phase shifts from participants providing information to providing participants with materials to review and refine. Participants can still have a significant influence on a project, but this phase is where a project needs to shift from an open engagement process to a decision-making process.

Engagement Activities and Tools



Example of a facilitated engagement exercise

WELCOME TO YOUR SMALL GROUP

1 TEAM NAME NAME: _____ PHONE: _____	4 SUPPORT NEEDS What do you need to succeed? 1. _____ 2. _____ 3. _____ 4. _____
2 OPPORTUNITIES What opportunities do you see? 1. _____ 2. _____ 3. _____ 4. _____	5 ENHANCEMENTS What enhancements do you see? 1. _____ 2. _____ 3. _____ 4. _____
3 LOCATIONS Where do you see opportunities? 1. _____ 2. _____ 3. _____ 4. _____	6 FUTURE HEADLINE What will be the headline for your park? 42-23 NUNLEY PARK
7 KEY INSIGHTS What are the key insights from your group? 1. _____ 2. _____ 3. _____ 4. _____	

THANK YOU FOR YOUR PARTICIPATION!
PLEASE SELECT A MEMBER OF YOUR GROUP TO PRESENT YOUR FINDINGS TO THE WHOLE MEETING

The third phase shifts to participants serving as an audience for reviewing project development, and, if appropriate, engaging in specific project components to provide further input. With the success of the first two phases, this phase should be well-grounded in community input and focus on keeping people informed and being additive for refinements and progress. It is critical that the client is enabled to be the decision-maker during this phase, or have clearly defined decision-making processes.

Core to our process is clearly defining the evolution of decision-making throughout the engagement process and being prepared for the necessary leadership if complex or contentious decisions arise. The engagement process and its documentation will provide a solid foundation for the decisions that the City of Houston will need to make. The two most essential components of the process are that we engage participants only when their input can actively shape an outcome, and that, to the extent possible, participants are in a space where they can understand and respect the input of others. While we expect disagreements, our goal is to guide people through a process that helps them understand one another, even when they disagree.

Beyond the importance of intentionally facilitated sessions with thoughtful exercises, meetings should ideally be held in pleasant locations (with windows and sufficient space) and include snacks and beverages. We value people for the time and effort they invest in participating.

A field trip or an on-site meeting is also encouraged early in the process.

TASK 4 – MASTER PLAN DEVELOPMENT

We will sort the information for further assessment based on its relevance to helping shape outcomes. This analysis will include typical overlays for existing facilities, utilities, topography, and other biophysical aspects. We use this information to create exhibits and tools for engagement efforts, communicating the project and gathering feedback.

After initial City of Houston meetings and engagement efforts, we will have a clear understanding of the strengths and weaknesses of the existing site, as well as the opportunities and challenges it faces over the upcoming years. The project will then shift into programming, where existing and proposed park, play, recreation, and campground elements are assessed and planned (including specific footprints and the supporting infrastructure to allow them to operate).

At this point, there will be conceptual park options for review and refinement into a preferred alternative, or to carry forward as options that will require more detailed consideration. At this time, we will submit documents for staff review and decision, or a broader review by the City of Houston. The intent is to validate the desired content for the master plan, confirm decisions, and identify the necessary actions to reach the following deliverables. This level of review is ideally internal, as it delves into specific details, with a significant focus on capital commitments, operations, and maintenance.

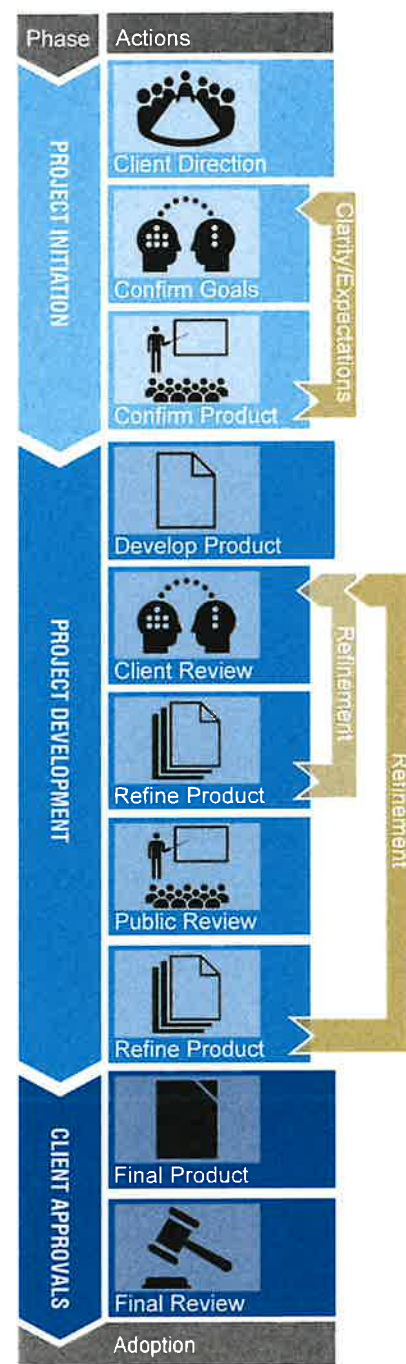
This stage will also undergo public review, either as outward-focused information with some ability to comment, or at a higher level of public review to help shape preferred alternatives and potentially involve the public in prioritizations.

With the selection of a preferred alternative, we expect to submit drafts at both the Draft and Final levels, accompanied by review periods from the City of Houston. Changes to the Final document will result in the document that the City Council received for their approval.

APPROVALS

We will review with you the extent to which we might assist during final project approvals. We often anticipate minor document changes at this stage.

Process Illustration



ADDITIONAL THOUGHTS

WORKING WITH SMALL COMMUNITIES

Much of our work involves smaller Alaskan communities, addressing their needs for recreation planning and design, recommendations, policy development, revenue forecasting, staffing, and maintenance. Houston is not Anchorage, and the project needs to address the challenges faced by smaller communities, including the impact of summer tourism. The master plan must respect the reality of Houston, including funding, staffing, level of service, and maintenance. It must be realistic, achievable, and accountable to what the community can accomplish within staffing and budgets.

LOCAL ACCOUNTABILITY AND RESPONSIVENESS

Our team includes firms with offices in Palmer and Wasilla, and Peter Briggs (project manager) travels frequently to his property outside of Talkeetna. We can be very responsive to the need to attend meetings and project engagement events in person. This convenience, and our existing knowledge of the site, will allow us to 'hit the ground running' and provide cost effectiveness.

Park and Recreation Planning is our Passion

As a pure landscape architectural firm with specialized knowledge in parks and recreation planning and design, the scope of work identified in the RFP is the work we love doing and are passionate about. We will bring our energy and passion to all aspects of our work, from client and public interaction to the work we develop for you.

PUBLIC ENGAGEMENT

When we develop our public engagement plan for a project and host public meetings, we make sure we ask the right questions at the right time to move the project forward. Public engagement is not hosting open houses and hoping people attend; it is a carefully orchestrated series of events. We have hosted hundreds of public meetings, with many for master planning and parks and recreation-related work. Our staff has received specialized training in public facilitation and consensus building. Through this experience, we have developed effective, appropriate, and respectful strategies and techniques for smaller communities. We create inclusive and positive environments that foster the sharing of ideas, active listening, proactive engagement, prioritization of ideas, and consensus-building through collaboration. We bring innovative exercises to our meetings, ensure that people understand their time is valued, and make it enjoyable. We know we have been successful when participants tell us they had "a great time" and thank us for listening to them.

OUR PLAY AND RECREATION PHILOSOPHY

We stress that inclusive play and recreation are core to our planning and design. Inclusivity isn't just about ensuring universal access to a play space (which is a vital component); it is about creating spaces that promote interaction among children (and all ages) with diverse abilities, developmental stages, and needs, and providing for cognitive, emotional, social, and physical development. By designing for inclusivity, Corvus Design creates parks and playgrounds that cater to whole communities, becoming safe spaces where everyone can play together in multi-generational settings.

WE ARE COMMITTED TO CREATING LONG-TERM RELATIONSHIPS

With over 19 years of client service, we have gained a wealth of knowledge that translates to ensuring the success of our projects, opportunities, and challenges, as well as the lessons learned. To illustrate the insights we have gained, below is what we have developed as "Our Commitments" for our clients and their projects:

- » **Accountability:** Clearly defined expectations, roles, and responsibilities founded within clear communication and explicit schedules;
- » **Consistency:** Measurable success criteria to guide and evaluate deliverables within City guiding planning documents, management, and policies;
- » **Decision Making:** Provide expert information to the City and community for decision making;
- » **Problem Identification:** Identify and define root issues to target the correct problem and range of solutions;
- » **Innovation:** Emphasize the importance and delivery of innovation to the process, deliverables, and the project as a whole; and,
- » **Momentum:** As the sum of all of the above, our critical commitment to you is to partner with you to maintain momentum. Our highest level of success for similar projects is when it progresses at smooth pace, where all partners are enabled to work at their highest level of expertise.



4. TEAM QUALIFICATIONS

Corvus Design, PND, and RSA Site Visit - Palmer



Corvus Design and Alder Site Visit - Anchorage



Corvus Design and PND Site Visit - Valdez



This section provides information on our team, project manager, key staff, and our sub-consultants. We introduced our team in Section 2, and below, we provide more details about who we are and the expertise we will bring to ensure your project's success.

PROJECT MANAGER

Corvus Design will serve as the prime consultant, with Peter Briggs as our project manager and the primary point of contact between the team and the City of Houston. Peter has managed nearly 50 directly relevant recreation projects, ensuring that all deliverables meet and exceed client expectations, are completed on time, and are maintained within budget.

KEY STAFF

Corvus Design will perform the majority of the work, using key staff who have completed parks and recreation master plans at a similar scale and scope to your project. Key Corvus Design staff include:

- » **Peter Briggs:** Project Manager, Public Engagement Lead, Parks and Recreation Planning
- » **Brad Little:** Park and Recreation Planning, Public Engagement Support, Documents and Graphics Preparation
- » **Christopher Mertl:** Quality Control Review and as-needed Recreation Planning and Engagement Support

Our team includes three sub-consultant firms, each providing a key staff member to the team. We have worked extensively with both firms and these key staff on numerous projects, including many recreation planning projects.

- » Conrad Smith (PND Engineers): Civil Engineering
- » Channing Lilo (RSA Engineers): Electrical Engineering
- » Anna Lee (Alder Architecture & Design): Architecture

RESUMES

On the following pages, you will find brief resumes for each of our key staff members listed above. We strongly encourage you to contact our references to gain a better understanding and evaluate our skills, expertise, and abilities in successfully developing your Phase 1 Parks and Recreation Master Plan for your Little Susitna Campground and its surrounding parcels.

Should additional capacity be required for this project, all of our firms have additional staff who can be brought into the project to respond to any unforeseen situations or added scope authorized by the City. To be responsive and cost-effective, we strive to use the right staff with the proper knowledge and expertise, matched by the appropriate billing rates.

PETER BRIGGS, PLA, ASLA, FCSLA

ROLE: PROJECT MANAGER, LANDSCAPE ARCHITECT, ENGAGEMENT

Peter will provide project management and act as the principal landscape architect and community outreach specialist. Peter has provided these services on many projects, and having a single person provide these services for your project is ideal.

PROJECT MANAGER

Peter has project-managed approximately 500 projects for Corvus Design since founding the company in 2006. Our project schedule and line-item fee spreadsheet illustrate the project complexity that we anticipate. Peter's primary project management tasks will be to refine the initial scope and fee to secure a contract; develop a public engagement strategy and schedule; and create a project schedule that sets expectations for deliverables, client review periods, and recurring client coordination meetings.

Peter will be responsible for ensuring that we meet and exceed project expectations. Related to this, he will collaborate with Chris and Brad for Quality Assurance/Quality Control of our work products. Beyond editorial and content review, Peter ensures that documents communicate well and challenges our team to find ways to provide additional value to our clients. As the founder, he values our clients and seeks to invest in long-term relationships.

PRINCIPAL LANDSCAPE ARCHITECT

Peter has been a licensed landscape architect since 2003. As a licensed professional, his primary commitment is to public health, safety, and welfare. As a direct indicator of this, he has stamped and signed over 230 construction document sets. Stamping a set is typically the final step in a process that involves extensive planning and design. As your project is a planning project, this further underscores our extensive experience with creating plans that our client can implement successfully. Our experience with construction has allowed us to refine our planning projects through post-occupancy evaluations and lessons learned.

Peter's direct experience includes the planning and design of ballfields, playgrounds, open spaces, landscape restoration, and campgrounds (including tent and RV sites).

COMMUNITY OUTREACH SPECIALIST

Early in his career, Peter collaborated with a public engagement specialist on a highly complex and contentious project. This person placed great emphasis on a carefully planned and implemented public process and engagement. This exposure has grounded much of Peter's approach to community listening, with a significant focus on ensuring a process not only helps people communicate but also confirms that the project team has heard them. Peter has further refined his facilitation and outreach skills, focusing on adapting and creating various tools to meet the needs of a project. We elaborate on this further within the approach section.

PROJECT EXAMPLES

Peter was the Principal in Charge and led all projects provided in Section 2 of this proposal, except the Ketchikan projects. For his projects, Peter provided all of the above services. For the Ketchikan projects, Peter provided project management support by assisting with discrete elements such as scheduling refinements based on production management, and quality assurance/quality control; landscape architectural services for recreation planning and site specific design; and a high-level of community outreach assistance through developing and reviewing public involvement plans (PIP), adapting and creating new engagement exercises, and web development for projects with an online project presence.



Peter Briggs, PLA, ASLA, FCSLA

Principal-in-Charge
Prof. Reg.: AK #LA-10737

Education:

University of Guelph, Master of Landscape Architecture, 1999
University of Guelph, B.Sc. Environmental Science (minor Ecology), 1995

RELEVANT EXPERIENCE SUMMARY

Parks and Trails 40+

Public Facilities 90+

Planning 30+



Brad Little, CPSI
Staff Planner/Designer
CPSI#54735-625

Education:

Clemson University, Bachelors of Landscape Architecture, 2012

RELEVANT EXPERIENCE SUMMARY



BRAD LITTLE, CPSI, ASLA

ROLE: SUPPORT - PLANNING, DESIGN, ENGAGEMENT

Brad is in his eighth year with us and is approaching having 300 projects under his belt. For our planning efforts, he takes a forward role in research, inventory, and analysis. His work encompasses all tasks, from the direct collection of information to the development of spreadsheets and narratives for organizing data, to the creation of illustrative exhibits that visually convey inventory information and the products of its analysis. Brad works very effectively with Peter on-site to efficiently and effectively document information. Depending on project needs, he develops customized inventory templates to ensure that we are thorough in our assessments, and when we return to the office, we have what we need. Brad is a certified playground inspector.

Brad will also work with Peter on information analysis, ranging from spatial assessments for levels of service to examining the appropriateness of potential use expansions or new facilities. For the latter, Brad has experience with site planning and design for parking lot and vehicle circulation, pedestrian walkways and recreation trails, campgrounds, playground design for physical and cognitive development, sports and recreation field facilities, amenities such as sitting areas and park shelters, and most of the amenities that are typically a component for a complete park, playground, and recreation system. We use the right tools for the right task, and Brad maintains a high level of skill and speed with the tools we use in this effort. Brad's skills include AutoCAD, Civil 3D, InDesign, Photoshop, Illustrator, ArcGIS, SketchUp, and a variety of related applications and resources that, when combined, produce the products that best assist the needs of our clients.

CHRISTOPHER MERTL, PLA, ASLA, ISA, CPSI

ROLE: SUPPORT - PLANNING, DESIGN, ENGAGEMENT

Chris is a Landscape Architect with a strong background in planning and designing community and neighborhood parks, greenspaces, trails, and playgrounds throughout Alaska. He is the principal of our Juneau office and has practiced in Southeast Alaska for over twenty-five years. Chris is a certified playground inspector.

Chris has extensive recreation experience and has worked on over 50 directly relevant projects. These include assessments, inventories, safety inspections, and the planning and design of parks, school grounds, playgrounds, sports fields, greenspaces, and trails. Chris has led numerous of our park master plan efforts, and will assist Peter as needed with analysis, recommendations, and the development of master plan reporting. Most of Chris' work involves small communities, and he provides us with valuable insights into how these communities build, operate, and maintain their park facilities. He understands the critical role our parks, playgrounds, trails, and recreation facilities play in shaping our communities and the health and well-being of our residents, as well as the numerous challenges associated with developing and maintaining such public amenities.

Chris also acts as a project resource for specific project needs. For public engagement processes, Chris collaborates with Peter to develop strategies and tools to customize outreach efforts to a project's needs and audience. Thoughtful development of outreach benefits significantly from reviewing strategies with another facilitation effort to test and refine them.

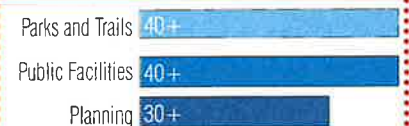


Christopher Mertl, PLA, ASLA, ISA, CPSI
Landscape Architect
Prof. Reg.: AK #LA-10440
CPSI#54734-625

Education:

University of Guelph, Bachelors of Landscape Architecture, 1990

RELEVANT EXPERIENCE SUMMARY





CONRAD SMITH, PE

ROLE: CIVIL ENGINEER - PLANNING, DESIGN, ESTIMATION

Prof. Reg.: AK #198819

B.S., Civil Engineering, Brigham Young University

PND Senior Engineer Conrad Smith will serve as our team's civil design lead for the Little Susitna Campground Master Plan Project. Civil engineering will play a larger support role, with Conrad collaborating closely with Corvus Design to provide planning due diligence and master plan-level cost estimation. A lifelong Alaskan and Palmer resident, Conrad joined PND in 2019 and works out of our Palmer office. He has professional design experience in both civil and structural engineering on numerous projects, and is a frequent team member with Corvus Design. This shared experience includes the recent Matanuska River Park Improvements Project in Palmer (also including RSA Engineers).



ANNA LEE, NCARB

ROLE: ARCHITECT - PLANNING, DESIGN, ESTIMATION

Prof. Reg.: AK #12185

Master of Architecture, Montana State University

As needed, Anna will provide master plan-level architectural assistance for community-desired structures for the site. Anna M. Lee, AIA, is the Principal Architect of Alder Architecture & Design, LLC, and has over 35 years of experience as a registered architect. Based in Alaska since 2007, she specializes in rural architecture and code compliance, with a portfolio that encompasses a diverse range of project types. Specific to shelters, restrooms, and a multi-use stage, Anna has the experience to advise at the conceptual level and guide toward initial choices that are in the best interest of the community. Committed to quality and community engagement, Anna also mentors local high school students by introducing them to the fields of architecture and engineering.



CHANNING LILO, PE

ROLE: ELECTRICAL ENGINEER - PLANNING, DESIGN, ESTIMATION

Prof. Reg.: AK #10285

BS, Electrical Engineering, Mankato State University, 1995

As needed, Channing will assist with master plan-level electrical design, including forecasting service needs for the site to accommodate desired uses and facilitate phased development. Channing brings nearly 30 years of experience in the electrical consulting design field and has been part of teams with Peter Briggs and Corvus Design for much of this time. These include the Matanuska River Park Improvements Project (included in this proposal as a project example) and the Skagway Outdoor Arts Facility, where Channing provided electrical engineering services for the outdoor performance shelter used for concerts, dances, and other general events. Channing brings senior expertise related to electrical system conception, layout, code compliance, design analysis, and equipment sizing and selection.



5. TIMELINE

PROJECT SCHEDULE

We developed this schedule to illustrate how various tasks, meetings, and submittals integrate with one another. Should we be successful, we will review all aspects of scope, fee, and schedule with you. We include briefings to the Parks and Recreation Commission (first Thursday of each month). Cells with an 'H' indicate periods where being present in Houston is included in our fee estimate, pending confirmation of dates and times, and opportunities for aligning different meetings with one another, such as Parks and Recreation Commission meetings. We will review these with you to confirm their best timing. Please note that we have based this schedule on one-week client review periods, and the RFP states a completion date of January 30, 2026. As shown, this schedule targets the completion of the majority of work before mid-December, when availability typically becomes challenging for staff, commission members, and council members, and continues until early January.

	July	August	September	October	November	Dec & Jan
Task 1: Scope Refinement, Contracting and Kick-Off						
Task 1.01 Contracting						
Task 1.02 Kick-Off Meeting		H				
Task 2: Data Gathering and Gap Analysis						
Task 3.01 Gather Data and Gap Analysis		H				
Task 3: Engagement						
Task 3.01 Stakeholder & Special Meetings (as beneficial)		H	H		H	
Task 3.02 Public Meeting #1 (in-person)			H			
Task 3.03 Public Meeting #2 (in-person)					H	
Task 3.04 Public Meeting #3 (virtual)						
Task 4: Master Plan Development						
Task 4.01 Receive Available Materials						
Task 4.02 Inventory, Analysis, Data Gathering		H				
MTG: Parks & Recreation Commission Briefing#1		H				
Task 4.03 Preparation & Public Meeting #1 (in-person)			H			
Task 4.04 Develop Conceptual Site Master Plan Options			H			
Client Review Period						
MTG: Parks & Recreation Commission Briefing#2						
Task 4.05 Preparation & Public Meeting #2 (in-person)				H		
Task 4.06 Draft Preferred Alternative Master Plan						
Client Review Period						
MTG: Parks & Recreation Commission Briefing#3						
Task 4.07 Preparation & Public Meeting #3 (virtual)						
Task 4.08 Final Master Plan						
Client Review Period						
MTG: Parks & Recreation Commission Briefing#4						
Task 4.09 Submit Final Master Plan for Approvals						
Approvals						
City of Houston Approvals Process (assisting as needed)						



6. BUDGET

We provide a detailed preliminary cost estimate to confirm scope as represented by task line items and their associated expected levels of effort, illustrated with task hours. To further emphasize our project approach and the initial scope we assumed, this fee schedule aligns with our approach narrative and the schedule provided on the previous page. **IMPORTANT: This fee assumes a high level of effort for public engagement. This level of effort may not be necessary to achieve your goals for a master plan, including its use to gain funding.**

We look forward to determining the scope that you need and reallocating the fee toward the process and products that will serve you best. Similarly, our use of subconsultants will depend on how we best support your needs. For simplicity, we present a blended rate that accounts for this as-needed expert-level assistance.

	Personnel Type	Principal (Landscape Architect IV)	Staff (Landscape Architect/ Planner I)	Consultant Support (Blended Rate)	Total Hours/ Total Fee
Task	Hourly Rate	\$215.00	\$125.00	\$200.00	

Task 1.0	Scope Refinement, Contracting and Kick-Off				
1.01	Scope Refinement and Contracting	2	0	3	5
1.02	MTG: Kick-Off (in Houston #1)	2	2	4	8
1.03	MTG: Site Visit (in Houston #1)	2	2	4	8
1.04	MTG: Stakeholder and Special Meetings (in Houston #1)	4	4	0	8
1.05	Project Management	4	0	6	10
Task Total Labor Hours		14	8	17	39
Task Total Labor Fee		\$3,010	\$1,000	\$3,400	\$7,410.00

Task 2.0	Data Gathering and Gap Analysis				
2.01	Gather Data	1	4	4	9
2.02	Initial Review and Analysis	2	10	4	16
2.03	Project Management	2	0	4	6
Task Total Labor Hours		5	14	12	31
Task Total Labor Fee		\$1,075	\$1,750	\$2,400	\$5,225.00

Task 3.0	Engagement				
3.01	Stakeholder and Special Meetings (in-person)	2	2	4	8
3.02	Public Meeting #1 (in Houston #2)	3	3	4	10
3.03	Public Meeting #2 (in Houston #3)	3	3	4	10
3.04	Public Meeting #3 (virtual)	2	2	4	8
Task Total Hours		10	10	16	36
Task Total Fee		\$2,150	\$1,250	\$3,200	\$6,600.00

Task 4.0	Master Plan Development				
4.01	Receive Available Materials	0	2	0	2
4.02	Inventory, Analysis, Data Gathering	2	12	6	20
4.03	MTG: Public Meeting #1 (in-person) and Parks and Recreation Commission Briefing #1	3	4	3	8
4.04	Develop Conceptual Site Master Plan Options	4	16	8	28
4.05	MTG: Public Meeting #2 (in-person) and Parks and Recreation Commission Briefing #2	1	4	0	5
4.06	Draft Preferred Alternative Master Plan	6	32	8	46
4.07	MTG: Public Meeting #3 (virtual) and Parks and Recreation Commission Briefing #3	2	2	0	4
4.08	Final Master Plan	4	24	0	28
4.09	Submit Final Master Plan for Approvals	4	16	4	24
4.10	Project Management	8	4	4	16
Task Total Hours		37	120	37	194
Task Total Fee		\$7,955	\$15,000	\$7,400	\$30,355.00

Labor Total Hours	66	152	82	300
Labor Total Fee	\$14,190.00	\$19,000.00	\$16,400.00	\$49,590.00
Labor Fee Total				\$49,590.00

7. REFERENCES

Provided below are the three most relevant references for your RFP, with their associated projects having occurred within the past five years. In addition to these, within Section 2 each project write-up includes a client reference. We encourage you to speak with other references as needed for more information or to obtain specific validation of aspects of our expertise and services.

Karen Hornaday Park Master Plan

City of Homer
Julie Engebretsen, Community Development Director |
907.435.3119 | jengebretsen@ci.homer.ak.us

Susitna Landing Public Use Facility Boat Launch & Campground

Alaska Department of Fish & Game
Tracy Smith, Statewide Access Program
Coordinator | 907.267.2264 | tracy.smith@alaska.gov

Parks & Playgrounds Master Plan

City of Ketchikan
Morgan Barry | Director, Public Works |
907.228.6664 | morganb@kgbak.us

Our proposal has generally focused on our direct park, play, and recreation planning experience. As we mention, we also have extensive experience with construction projects. We share a few finished photos of our work here to share the outcomes that we assist our clients in achieving.

Skagway Arts Pavilion (Dedman Stage) in Skagway



Jenae's Memorial Playground in Haines (Fully Inclusive) - A playground for the local school.



Clare House Play Garden in Anchorage (Fully Inclusive) - a refuge for residents of a women's shelter



Creekside Park Elementary School in Anchorage (Fully Inclusive) - a play space in a disadvantaged area





Approved	Denied
Public Hearing	
Date Action Taken	
Attest:	

**CITY OF HOUSTON
ACTION MEMORANDUM NO. 25-30**

Authorizing the Mayor to sign the revised Memorandum of Agreement with the Matanuska-Susitna Borough for Mutual Aid/Automatic Aid for Fire Protection.

Originator: Christian Hartley, Public Safety Director
Date: 7.30.25

Agenda of: August 14, 2025

Route to:	Department Head	Signature	Date
X	City Clerk		7.30.25
X	Public Safety		7/30/25
	Public Works		
	Treasurer/Finance		

Reviewed by Mayor:

Attachment(s): Agreement for Mutual Aid/Automatic Aid for Emergency Services

Fiscal Impact: yes ☒ or no ☐

Funds are budgeted yes ☒ or no ☐

Account name/number- Part of Regular Budget

Summary statement:

An intergovernmental agreement for providing mutual and automatic aid emergency services between the Matanuska Susitna Borough and the City of Houston is authorized pursuant to Alaska Constitution, Article 10 13, A.S.29.35.010 (13) and A.S. 18.70.150

This agreement is reviewed for renewal every 5 years. It is time for that renewal. There are no changes to the contract compared to the last time it was renewed in 2020. The fiscal note is in reference to the operational costs of responding to emergency calls, but this is a routinely budgeted cost. Houston Fire Department responds to approximately 50 mutual aid calls annually and received mutual

Administration recommendation: Approve AM 25-30

AGREEMENT FOR MUTUAL AID/AUTOMATIC AID FOR EMERGENCY SERVICES

By and among the

**Matanuska-Susitna Borough
And
City of Houston**

- I. **Purpose:** This agreement establishes the policies and procedures whereby participants hereto provide automatic aid to each other in fire prevention, the protection of life and property from fire, rescue, wildland fire, providing emergency medical services, and mutual aid training. Service shall be mutually provided and the extent of services shall be governed by the capability of any participant to provide requested services. The participants in this agreement are the Matanuska-Susitna Borough and the City of Houston.
- II. **Authority:** This intergovernmental agreement for providing Mutual aid/automatic aid emergency services between the Matanuska-Susitna Borough and the City of Houston is authorized pursuant to Alaska Constitution, Article 10 § 13, A.S. 29.35.010(13), A.S. 18 .70.150.
- III. **Insurance:** The Matanuska-Susitna Borough and the City of Houston agree to maintain general liability and auto liability limits, including self-insured retention of up to \$2,000,000, no less than:

\$2,000,000	Bodily Injury
\$2,000,000	Personal Injury
\$2,000,000	Property Damage
\$2,000,000	General Aggregate

The Matanuska-Susitna Borough and the City of Houston agree to Maintain Worker's Compensation insurance, which shall be statutory as required by the State of Alaska. Employers' liability shall maintain limits no less than:

Bodily injury by Accident	\$1,000,000 Each Accident
Bodily injury by Disease	\$1,000,000 Each Accident
Bodily Injury by Disease	\$1,000,000 Policy Limit

IV. Jurisdiction: Choice of Law, Severability:

Any civil action arising from this agreement shall be brought in the superior court for the third judicial district of the State of Alaska. The law of the State of Alaska shall govern the rights and obligations of the parties.

If any section or clause of this agreement is held invalid by a court of law of competent jurisdiction, or is otherwise invalid under the law, the remainder of this agreement shall remain in full force and effect.

V. General:

The Director of the Matanuska-Susitna Borough Department of Emergency Services is designated as information coordinator for all parties to this Agreement. This includes, but is not limited to, compiling, updating and informing all representatives of participating agencies of changes in operations and equipment that will affect support rendered or requested. He will also be responsible for scheduling and conducting a semi-annual meeting to be attended by representatives of each participating agency. This does not prevent a special meeting to be held when requested by a participating agency.

1. This contract shall only be amended, modified or changed by a writing executed by authorized representatives of the parties
2. For the purpose of any amendment, modification, or changes to the terms and conditions of this contract, the only authorized representatives of the parties are:
 - (i) Matanuska-Susitna Borough, Borough Manager
 - (ii) City of Houston, Mayor
3. Upon agreement of the Manager and Mayor, each will submit any proposed amendments, modifications or changes to their governing bodies. Such modifications are only effective if approved by the City Council of Houston and the Matanuska-Susitna Borough Assembly. Any attempt to amend, modify or change this contract by either an unauthorized representative or unauthorized means shall be void.

VI. Terms of Agreement:

1. It is agreed that the participants will assist each other as outlined in Section VII Responsibilities.

2. It is further specifically agreed and understood by and among the parties hereto that this Agreement does not and shall not create any monetary contractual obligations between and among the parties.
3. No additional manpower and resources are required to perform the support provided for in this Agreement. Resources are limited to equipment and manpower available at the time to the mutual aid/automatic aid provider responding to the incident.
4. In the event of mobilization, support under the terms of this Agreement will be provided on the basis of availability at the sole discretion of the mutual aid/automatic aid provider and will continue as long as the mutual aid/automatic aid provider is able to provide assistance

VII . Responsibilities:

1. The protection area of this agreement shall include all lands, public and private, situated within the boundaries of the Matanuska-Susitna Borough and the City of Houston.
2. In recognition of the urgent necessity for immediate and swift response in the event of fires, medical emergencies, rescues, or disasters occurring within the area subject to this agreement, and in order to protect human life and to assure minimum damage to and destruction of property, the parties agree to render assistance to each other in firefighting and rescue, within operational and administrative capability using resources available at that time, when assistance is requested if the authorized officials of the Borough and City deem it advisable to grant assistance.
3. Wildland/Brush fire within the Matanuska-Susitna Fire Service Areas and the City of Houston are subject to the current Cooperative Agreement with the State of Alaska, Division of Forestry as outlined in the current Annual Operating Plan.
4. The Houston Fire Chief or designee, or Mat-Su Borough Director of Emergency Services or designee, may request assistance from any or all participants to this agreement. The dispatch of equipment and personnel pursuant to this agreement is subject to the following conditions:
 - a. The dispatch and response of emergency fire and rescue equipment for incidents in the Borough and the City of Houston are subject to the procedures established in the current "Emergency Fire Response Plan and Operational Guidelines," and the City of Houston's Emergency Response Plan.

- b. The responding department or resources shall report to the Incident Commander or Officer in Charge of the incident and shall be subject to the direction of that Incident Commander or Officer in Charge.
 - c. In the event of a major incident such as a conflagration or Type II or Type I wildland fire in the City of Houston that may impact the Matanuska-Susitna Borough, a unified command will be established between the Incident Commander or Officer in Charge of the City and the Matanuska-Susitna Borough Department of Emergency Services Director or his designee.
 - d. Mutual aid/automatic aid resources shall be released as soon as their services are no longer required. Mutual aid/automatic aid resources may have to be released from the incident scene, if an emergency occurs within their primary response area.
5. In no event shall the fire department of one of the mutual aid/automatic aid providers to this agreement aid a fire department of another mutual aid/automatic aid provider if, by so doing, the area of the mutual aid/automatic aid provider responding to the aid of another would be placed in jeopardy or stretch resources to an unacceptable level. The decision shall be made at the sole discretion of the Houston Fire Chief, or Mat-Su Borough Director of Emergency Services which is not subject to dispute or review by the other party.

VIII. Waiver, Non-Waiver:

- 1. Each party waives all claims against every other mutual aid/automatic aid provider for compensation for loss, damage, personal injury or death occurring as a consequence of the performance of this agreement.
- 2. The failure of the Borough or City at any time to enforce a provision of this agreement shall in no way constitute a waiver of provisions, nor in any way affect the validity of this agreement, or any part thereof, or the right of the Borough or City to thereafter to enforce each and every protection thereof.

IX. Interest, Non-Benefit:

- 1. No member of or delegate to the Congress of the United States, and no resident commissioner, shall be admitted to any share or part thereof or to any benefit to arise from this agreement. No member of the legislature or officer of the state of Alaska or the Borough shall be admitted to any share or part hereof, or to any benefit to arise from this agreement.

2. No officer, member, or employee of the Borough or City and no member of their governing bodies, and no other public official of the governing bodies shall participate in any decision relating to this agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly, interested in having any personal or pecuniary interest, direct or indirect, in this agreement.

X. Nondiscrimination:

In performing its duties under this agreement, neither party may discriminate against any person on the basis of race, creed, color, religion, national origin, age, sex or marital status, physical handicap, status as a disabled veteran, or veteran of the Vietnam War era.

XI. Review, Negotiation or Amendment, Modification:

1. This agreement will be reviewed annually by the mutual aid/automatic aid providers each February and will be up for renewal every five (5) years.
2. The Borough and the City of Houston, from time to time, may require modification, special review, negotiation or amendments in the scope and content of this agreement. Any modification to this agreement is only effective if approved by the City Council of Houston and the Matanuska-Susitna Borough Assembly
3. This agreement will remain in effect for five (5) years unless otherwise amended or terminated. Upon approval by all mutual aid/automatic aid providers, the amendment(s) or modification(s) will be attached to and become part of this document.

XII. Integration:

This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein; and this agreement shall supersede all previous communications, representations, or agreements, either oral or written, between the parties. In the event of conflict in the terms and conditions, the following documents are incorporated by reference into this agreement as being fully set forth herein.

Emergency Fire Response Plan and Operational Guidelines.

The Mat-Su Area Coordinated Wildfire Disaster Response Plan.

The Matanuska-Susitna Borough Fire Services Wildland/Urban Interface Task Force Guidelines Conditions.

The City of Houston Emergency Response Plan.

XIII. Termination:

This agreement may be terminated at any time upon the mutual consent of the parties.

XIV. Termination for Convenience:

The Matanuska-Susitna Borough or the City of Houston may terminate this agreement at any time by giving written notice to the other party(s) of such termination and specifying the effective date of such termination. Each party shall provide at least thirty (30) days notice of such termination. In that event, all equipment, vehicles, supplies, reports, or other materials shall be returned to their respective owners.

XV. Interpretation and Enforcement:

The mutual aid/automatic aid providers following negotiations between them are executing this agreement. It shall be construed according to the fair intent of the language as a whole, not for or against any party. The titles of sections in this agreement are not to be construed as limitations or definitions but are for identification purposed only.

XVI. Understanding:

The Matanuska-Susitna Borough and the City of Houston acknowledge that they have read and understand the terms of this agreement, and have had the opportunity to review the same with counsel of their choice, and are executing this agreement of their own free will. Both parties understand and agree that this agreement creates not contractually enforceable obligations on the part of the other, but rather, establishes a framework under which mutual aid/automatic aid may be refused and may be granted in the sole and absolute discretion of the responding entity.

XVII. Implementation Clause:

This agreement is effective upon the approval by resolution by the City of Houston Council and the Matanuska-Susitna Borough Assembly.

Matanuska-Susitna Borough

Ken Barkley, Director of Emergency Services

Date

Mike Brown, Borough Manager

Date

City of Houston

Christian Hartley, Fire Chief

Date

Carter Cole, Mayor

Date