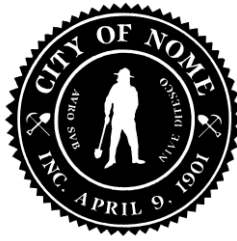


Mayor
John K. Handeland

City Clerk/Treasurer
Dan Grimmer



Nome Common Council
Kohren Green
Scot Henderson
Mark Johnson
Maggie Miller
Adam Martinson
Cameron Piscoya

**NOME COMMON COUNCIL
WORK SESSION & REGULAR MEETING AGENDA
MONDAY, JANUARY 13, 2025 at 5:30/07:00 PM
CITY HALL COUNCIL CHAMBERS**

102 Division St. ▪ P.O. Box 281 ▪ Nome, Alaska 99762 ▪ Phone (907) 443-6663 ▪ Fax (907) 443-5345

WORK SESSION

- [A.](#) Downtown Zoning Ordinance

PAGE 3

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [A.](#) December 09, 2024 Nome Common Council Meeting Minutes,

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COMMUNICATIONS

- [A.](#) December 11, 2024 Renewal Notice for The Grass Station, LLC

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- [B.](#) December 20, 2024 Early Notification of wastewater discharge permit from ADEC,

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CITIZEN'S COMMENTS

UNFINISHED BUSINESS

NEW BUSINESS

- [A.](#) January 13, 2025 Memo to the Nome Common Council re: A Determination for the Forgiveness of 2021 & 2022 Sales Tax Penalties and Interest for Nome Checker Cab

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- [B.](#) MOA for shared use of Nome Ice Rink facilities,

PAGE 33

- [C.](#) R-25-01-01 A Resolution Authorizing Mayor John Handeland to Execute an Escrow Agreement with the United States Army Corps of Engineers and Northrim Bank for the Purpose of Obligating Construction Funds as Required by Article IV C(1) of the Project Partnering Agreement for the Port of Nome Modifications Project,

PAGE 39

- [D.](#) R-25-01-02 A Resolution Declaring Certain Properties in the City of Nome to be Fire Hazards, or Public Nuisances and Authorizing Their Remediation, Removal, or Demolition,

PAGE 44

- [E.](#) R-25-01-03 A Resolution Authorizing the City of Nome to Apply for and Participate in the FY2025 State Homeland Security Program Grant,

PAGE 72

- [E.](#) R-25-01-04 A Resolution Authorizing the City of Nome to Apply for and Participate in the FY2025 Norton Sound Economic Development Corporation Outside Entity Funding Program,

PAGE 73UTILITY MANAGER'S REPORTCITIZEN'S COMMENTSCITY MANAGER'S REPORT

- [A.](#) January 10, 2025 Memo from Joy Baker re: Port Admin & Projects Status Update- January 2025

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- [B.](#) January 10, 2025 Memo from Megan Onders re: Economic Development Consulting Services RFP

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- [C.](#) January 9, 2025 Memo from Brooks Chandler re: Public Relations Services RFP

PAGE 89COUNCIL MEMBER'S COMMENTSMAYOR'S COMMENTS AND REPORTEXECUTIVE SESSION

- A. For Finance & Personnel**, the immediate knowledge of which would have an adverse effect upon the finances of the City and to discuss subjects that tend to prejudice the reputation and character of any persons; in matters that are required by law to be kept confidential.

ADJOURNMENT

1st Reading _____
 2nd Reading _____

Action Taken:
 Yes ____ No ____ Abstain ____

**CITY OF NOME, ALASKA
 ORDINANCE NO. O-25-03-01**

AN ORDINANCE AMENDING THE ZONING MAP AND AMENDING TITLE 18 OF THE NOME CODE OF ORDINANCES WITH A NEW CHAPTER 18.62 DOWNTOWN MIXED USE DISTRICT, A NEW CHAPTER 18.66 DOWNTOWN CORE MIXED USE DISTRICT, AND AMENDMENTS TO SECTIONS 18.110.010 AND 18.30.010

IT IS HEREBY ORDAINED by the Nome Common Council as follows:

SECTION 1. Classification. This is a code ordinance.

SECTION 2. Amendment of 18.30.010. Section 18.30.010 Zoning Districts is hereby amended with the following revisions: [additions are underlined]

- (a) In order to carry out the provision of this title, the city is divided into the following zoning districts:

Zoning District	Map Designation
General Use	GU
Residential	R
Commercial	C
<u>Downtown Mixed Use</u>	<u>DM</u>
<u>Downtown Core Mixed Use</u>	<u>DCM</u>
Industrial	I
Resource Development	RD
Open Space/Recreational	OSR
Flood Hazard Overlay	FHO

SECTION 3. Addition of Chapter 18.62. Title 18 is hereby amended with the addition of a new Chapter 18.62 Downtown Mixed Use District to read as follows:

Sections:

18.62.010 Intent.

18.62.020 Permitted uses and structures.

18.62.025 Accessory uses.

18.62.030 Conditional uses and structures.

18.62.040 Dimensional requirements.

18.62.050 Performance standards.

18.62.010 Intent.

The downtown mixed use district is intended to encourage active commercial uses and building development, and contextually appropriate residential uses.

18.62.020 Permitted uses and structures.

The following principal uses are permitted in the downtown mixed use district:

- (a) Multiple-family dwellings.
- (b) Parks and Playgrounds.
- (c) Churches.
- (d) Public and governmental buildings and uses.
- (e) Fire station and emergency medical aid station.
- (f) Schools.
- (g) Museums and cultural facilities.
- (h) Interpretative area or visitors center.
- (i) Hospitals, medical and dental clinics.
- (j) Retail and wholesale businesses.
- (k) Offices.
- (l) Restaurants, taverns and entertainment establishments.
- (m) Hotels and motels.
- (n) Funeral homes.
- (o) Clubs or fraternal, religious or philanthropic associations and union hall.
- (p) Personal service businesses.
- (q) Recreational facilities.
- (r) Day care houses and facilities.
- (s) Transportation facilities, including bus and taxi operations.

18.62.025 Accessory uses.

(a) Accessory Uses Allowed. In accordance with the provisions of this section, accessory uses that are clearly secondary and customarily incidental to the lawful principal uses on the lot and which are for the convenience, enjoyment, or necessity of the principal uses are allowed in the downtown mixed use district. Such accessory uses include but are not limited to:

- (1) Residential use of the upper floor above a commercial or industrial use;
- (2) Dwelling for owner or caretaker of commercial use;
- (3) Home businesses and occupations; and
- (4) Small-scale manufacturing, processing, and storage of goods for a wholesale or retail sale use.

(b) General Standards. Accessory uses shall:

- (1) not be allowed on a lot prior to establishment of a principal use or structure;
- (2) not be allowed to the extent specifically prohibited or limited by this title; and
- (3) comply with all other provisions of this title, the building codes adopted by this code of ordinances, and other applicable ordinances.

18.62.030 Conditional uses and structures.

The following uses are permitted with a conditional use permit in the downtown mixed use district:

- (a) Single family dwellings.
- (b) Duplex dwellings.
- (c) Public utility facilities or structures.
- (d) Snow dump and storage sites.
- (e) Youth correctional facilities.
- (f) Halfway houses.
- (g) Correctional facilities.
- (h) Private storage, not including junk, or small warehouse associated with residential use/home occupations.
- (i) Outdoor storage, not including junk, as an accessory use to any permitted or conditional use in the district.
- (j) Service stations.
- (k) Vehicle and equipment repair facilities.
- (l) Manufacturing, processing, assembling, wholesale or storage.
- (m) Boat marinas and docks.
- (n) Marine transportation and port facilities.
- (o) Navigation aids and facilities.
- (p) Warehousing and storage.
- (q) Dredging and filling.
- (r) Dog kennels and lots.
- (s) Helicopter landing pad.

18.62.040 Dimensional requirements.

The following dimensional requirements shall apply to all uses in the downtown mixed use district unless approved by variance as provided in Chapter 18.140 NCO:

- (a) Lot Size. The minimum lot area shall be five thousand square feet.
- (b) Building Setbacks.
 - (1) Buildings shall be set back at least zero feet from all dedicated rights-of-way.
 - (2) Buildings shall be set back at least five feet from all other lot boundary lines.
 - (3) Buildings shall be set back at least ten feet from the top bank of any drainage ditch.

- (4) Buildings shall be set back at least ten feet from a closed drainage system.

18.62.050 Performance standards.

All development shall be subject to the following performance standards:

- (a) Drainage. The development shall provide a drainage system that is designed to deposit all runoff into either an engineered drainage system or into natural drainage in conformance with the city's drainage management plan.
- (b) Site Development Standards. All development on lands in this zoning district shall conform to the following:
 - (1) Development activities shall not adversely impact other properties by causing damaging alteration of surface water drainage, surface water ponding, slope failure, erosion, or siltation. The property owner and developer shall take such steps, including installation of culverts or buffers, or other methods, as necessary to comply with this requirement.
 - (2) Upon completion of earthwork operations, all exposed slopes, cleared, filled, and disturbed soils shall be given sufficient protection to prevent subsequent erosion.
 - (3) Drainage will be stabilized using best management practices and approved by the city.

SECTION 4. Addition of Chapter 18.66. Title 18 is hereby amended with the addition of a new Chapter 18.66 Downtown Core Mixed Use District to read as follows:

Sections:

18.66.010 Intent.

18.66.020 Permitted uses and structures.

18.66.025 Accessory uses.

18.66.030 Conditional uses and structures.

18.66.040 Dimensional requirements.

18.66.050 Performance standards.

18.66.010 Intent.

The downtown core mixed use district is intended to promote redevelopment, encourage active commercial uses and building development, and contextually appropriate residential uses.

18.66.020 Permitted uses and structures.

The following principal uses are permitted in the downtown core mixed use district:

- (a) Multiple-family dwellings.
- (b) Parks and Playgrounds.
- (c) Churches.

- (d) Public and governmental buildings and uses.
- (e) Fire station and emergency medical aid station.
- (f) Schools.
- (g) Museums and cultural facilities.
- (h) Interpretative area or visitors center.
- (i) Hospitals, medical and dental clinics.
- (j) Retail and wholesale businesses.
- (k) Offices.
- (l) Restaurants, taverns and entertainment establishments.
- (m) Hotels and motels.
- (n) Funeral homes.
- (o) Clubs or fraternal, religious or philanthropic associations and union hall.
- (p) Personal service businesses.
- (q) Recreational facilities.
- (r) Day care houses and facilities.
- (s) Transportation facilities, including bus and taxi operations.

18.66.025 Accessory uses.

(a) Accessory Uses Allowed. In accordance with the provisions of this section, accessory uses that are clearly secondary and customarily incidental to the lawful principal uses on the lot and which are for the convenience, enjoyment, or necessity of the principal uses are allowed in the downtown core mixed use district. Such accessory uses include but are not limited to:

- (1) Residential use of the upper floor above a commercial or industrial use;
- (2) Dwelling for owner or caretaker of commercial use;
- (3) Home businesses and occupations; and
- (4) Small-scale manufacturing, processing, and storage of goods for a wholesale or retail sale use.

(b) General Standards. Accessory uses shall:

- (1) not be allowed on a lot prior to establishment of a principal use or structure;
- (2) not be allowed to the extent specifically prohibited or limited by this title; and
- (3) comply with all other provisions of this title, building codes adopted by this code of ordinances, and other applicable ordinances.

18.66.030 Conditional uses and structures.

The following uses are permitted with a conditional use permit in the downtown core mixed use district:

- (a) Single family dwellings.
- (b) Duplex dwellings.
- (c) Public utility facilities or structures.

- (d) Snow dump and storage sites.
- (e) Youth correctional facilities.
- (f) Halfway houses.
- (g) Correctional facilities.
- (h) Private storage, not including junk, or small warehouse associated with residential use/home occupations.
- (i) Outdoor storage, not including junk, as an accessory use to any permitted or conditional use in the district.
- (j) Service stations.
- (k) Vehicle and equipment repair facilities.
- (l) Manufacturing, processing, assembling, wholesale or storage.
- (m) Boat marinas and docks.
- (n) Marine transportation and port facilities.
- (o) Navigation aids and facilities.
- (p) Warehousing and storage.
- (q) Dredging and filling.
- (r) Dog kennels and lots.
- (s) Helicopter landing pad.

18.66.040 Dimensional requirements.

The following dimensional requirements shall apply to all uses in downtown core mixed use district unless approved by variance as provided in Chapter 18.140 NCO:

- (c) Lot Size. The minimum lot area shall be five thousand square feet.
- (d) Building Setbacks.
 - (1) Buildings shall be set back at least zero feet from all dedicated rights-of-way.
 - (2) Buildings shall be set back at least zero feet from all other lot boundary lines.
 - (3) Buildings shall be set back at least ten feet from the top bank of any drainage ditch.
 - (4) Buildings shall be set back at least ten feet from a closed drainage system.

18.66.050 Performance standards.

All development shall be subject to the following performance standards:

- (c) Drainage. The development shall provide a drainage system that is designed to deposit all runoff into either an engineered drainage system or into natural drainage in conformance with the city's drainage management plan.
- (d) Site Development Standards. All development on lands in this zoning district shall conform to the following:
 - (1) Development activities shall not adversely impact other properties by causing damaging alteration of surface water drainage, surface water ponding, slope failure, erosion, or siltation. The property owner and

developer shall take such steps, including installation of culverts or buffers, or other methods, as necessary to comply with this requirement.

(2) Upon completion of earthwork operations, all exposed slopes, cleared, filled, and disturbed soils shall be given sufficient protection to prevent subsequent erosion.

(3) Drainage will be stabilized using best management practices and approved by the city.

SECTION 5. Revision of Section 18.110.010 Matrix of Permitted and Conditional Uses.

Section 18.110.010 Matrix of Permitted and Conditional Uses is hereby amended with the following revisions: [additions are underlined]

Zoning District	General Use	Residential	Commercial	<u>Downtown Mixed Use</u>	<u>Downtown Core Mixed Use</u>	Industrial	Resource Development	Open Space/Rec
Residential Uses								
Single-family dwellings	Permitted	Permitted	Conditional Use	<u>Conditional Use</u>	<u>Conditional Use</u>	Conditional Use	Conditional Use	Not Allowed
Duplex dwellings	Permitted	Permitted	Conditional Use	<u>Conditional Use</u>	<u>Conditional Use</u>	Conditional Use	Conditional Use	Not Allowed
Multiple-family dwelling	Permitted	Permitted	Conditional Use	<u>Permitted</u>	<u>Permitted</u>	Conditional Use	Conditional Use	Not Allowed
Mobile homes and mobile home parks	Permitted	Permitted	Conditional Use	<u>Not Allowed</u>	<u>Not Allowed</u>	Conditional Use	Conditional Use	Not Allowed

Residential use of the upper floor above a commercial or industrial use	Permitted	Conditional Use	Conditional Use	<u>Accessory Use</u>	<u>Accessory Use</u>	Conditional Use	Conditional Use	Not Allowed
On-premises dwelling for owner or caretaker of commercial use	Permitted	Permitted	Permitted	<u>Accessory Use</u>	<u>Accessory Use</u>	Permitted	Conditional Use	Not Allowed
Civic/Institutional/Public Uses								
Parks and playgrounds	Permitted	Permitted	Permitted	<u>Permitted</u>	<u>Permitted</u>	Conditional Use	Conditional Use	Permitted
Churches	Permitted	Permitted	Permitted	<u>Permitted</u>	<u>Permitted</u>	Not Allowed	Conditional Use	Not Allowed
Public and governmental buildings and uses	Permitted	Not Allowed	Permitted	<u>Permitted</u>	<u>Permitted</u>	Permitted	Conditional Use	Not Allowed
Fire station and emergency medical aid station	Permitted	Permitted	Permitted	<u>Permitted</u>	<u>Permitted</u>	Permitted	Conditional Use	Not Allowed
Schools	Permitted	Permitted	Permitted	<u>Permitted</u>	<u>Permitted</u>	Not Allowed	Conditional Use	Not Allowed

Museums and cultural facilities	Permitted	Conditional Use	Permitted	<u>Permitted</u>	<u>Permitted</u>	Not Allowed	Conditional Use	Conditional Use
Public utility facilities or structures	Conditional Use	Not Allowed	Conditional Use	<u>Conditional Use</u>	<u>Conditional Use</u>	Permitted	Conditional Use	Permitted
Snow dump and storage sites	Conditional Use	Conditional Use	Conditional Use	<u>Conditional Use</u>	<u>Conditional Use</u>	Permitted	Conditional Use	Not Allowed
Youth correction facilities	Conditional Use	Conditional Use	Conditional Use	<u>Conditional Use</u>	<u>Conditional Use</u>	Not Allowed	Conditional Use	Not Allowed
Halfway houses	Conditional Use	Conditional Use	Conditional Use	<u>Conditional Use</u>	<u>Conditional Use</u>	Not Allowed	Conditional Use	Not Allowed
Correctional facilities	Conditional Use	Not Allowed	Conditional Use	<u>Conditional Use</u>	<u>Conditional Use</u>	Not Allowed	Conditional Use	Not Allowed
Cemetery	Not Allowed	Not Allowed	Not Allowed	<u>Not Allowed</u>	<u>Not Allowed</u>	Permitted	Conditional Use	Not Allowed
Interpretative area or visitor's center	Permitted	Conditional Use	Permitted	<u>Permitted</u>	<u>Permitted</u>	Not Allowed	Conditional Use	Permitted
Public watershed area and related facilities	Not Allowed	Not Allowed	Not Allowed	<u>Not Allowed</u>	<u>Not Allowed</u>	Not Allowed	Conditional Use	Permitted

Business/Commercial/Retail Uses								
Hospitals, medical and dental clinics	Permitted	Not Allowed	Permitted	<u>Permitted</u>	<u>Permitted</u>	Not Allowed	Conditional Use	Not Allowed
Home businesses and occupations	Permitted	Permitted	Conditional Use	<u>Accessory Use</u>	<u>Accessory Use</u>	Conditional Use	Conditional Use	Not Allowed
Private storage, including junk, or small warehouse associated with residential use/home occupations	Not Allowed	Not Allowed	Conditional Use	<u>Not Allowed</u>	<u>Not Allowed</u>	Conditional Use	Conditional Use	Not Allowed
Private storage, not including junk, or small warehouse associated with residential use/home occupations	Permitted	Permitted	Conditional Use	<u>Conditional Use</u>	<u>Conditional Use</u>	Conditional Use	Conditional Use	Not Allowed
Retail and wholesale businesses	Permitted	Conditional Use	Permitted	<u>Permitted</u>	<u>Permitted</u>	Permitted	Conditional Use	Not Allowed
Offices	Permitted	Not Allowed	Permitted	<u>Permitted</u>	<u>Permitted</u>	Permitted	Conditional Use	Not Allowed

Restaurants, taverns and entertainment establishments	Permitted	Not Allowed	Permitted	<u>Permitted</u>	<u>Permitted</u>	Permitted	Conditional Use	Not Allowed
Hotels and motels	Permitted	Not Allowed	Permitted	<u>Permitted</u>	<u>Permitted</u>	Not Allowed	Conditional Use	Not Allowed
Funeral home	Permitted	Not Allowed	Permitted	<u>Permitted</u>	<u>Permitted</u>	Permitted	Conditional Use	Not Allowed
Clubs or fraternal, religious or philanthropic associations and union hall	Permitted	Not Allowed	Permitted	<u>Permitted</u>	<u>Permitted</u>	Not Allowed	Conditional Use	Not Allowed
Personal service businesses	Permitted	Permitted	Permitted	<u>Permitted</u>	<u>Permitted</u>	Not Allowed	Conditional Use	Not Allowed
Recreational facilities	Permitted	Permitted	Permitted	<u>Permitted</u>	<u>Permitted</u>	Permitted	Conditional Use	Not Allowed
Day care houses and facilities	Permitted	Permitted	Conditional Use	<u>Permitted</u>	<u>Permitted</u>	Not Allowed	Conditional Use	Not Allowed
Industrial Uses								

Outdoor storage, including junk, as an accessory use to any permitted or conditional use in the district	Not Allowed	Not Allowed	Permitted	<u>Not Allowed</u>	<u>Not Allowed</u>	Permitted	Conditional Use	Not Allowed
Outdoor storage, not including junk, as an accessory use to any permitted or conditional use in the district	Permitted	Permitted	Permitted	<u>Conditional Use</u>	<u>Conditional Use</u>	Permitted	Conditional Use	Not Allowed
Incidental, small-scale manufacturing, processing, and storage of goods for wholesale or retail sale on the premises	Permitted	Permitted	Permitted	<u>Accessory Use</u>	<u>Accessory Use</u>	Permitted	Conditional Use	Not Allowed
Service stations	Conditional Use	Not Allowed	Permitted	<u>Conditional Use</u>	<u>Conditional Use</u>	Permitted	Conditional Use	Not Allowed
Vehicle and equipment repair facilities	Not Allowed	Not Allowed	Conditional Use	<u>Conditional Use</u>	<u>Conditional Use</u>	Permitted	Conditional Use	Not Allowed

Manufacturing, processing, assembling, wholesale or storage	Not Allowed	Not Allowed	Not Allowed	<u>Conditional Use</u>	<u>Conditional Use</u>	Permitted	Conditional Use	Not Allowed
Boat marinas and docks	Not Allowed	Not Allowed	Permitted	<u>Conditional Use</u>	<u>Conditional Use</u>	Permitted	Conditional Use	Not Allowed
Marine transportation and port facilities	Not Allowed	Not Allowed	Permitted	<u>Conditional Use</u>	<u>Conditional Use</u>	Permitted	Conditional Use	Not Allowed
Navigation aids and facilities	Not Allowed	Not Allowed	Permitted	<u>Conditional Use</u>	<u>Conditional Use</u>	Permitted	Conditional Use	Not Allowed
Bulk petroleum storage, including aviation fuel	Not Allowed	Not Allowed	Not Allowed	<u>Not Allowed</u>	<u>Not Allowed</u>	Permitted	Conditional Use	Not Allowed
Junkyards, commercial and auto wrecking yards	Not Allowed	Not Allowed	Not Allowed	<u>Not Allowed</u>	<u>Not Allowed</u>	Permitted	Conditional Use	Not Allowed
Aircraft storage, loading, parking, repair and aviation-related facilities	Not Allowed	Not Allowed	Not Allowed	<u>Not Allowed</u>	<u>Not Allowed</u>	Permitted	Conditional Use	Not Allowed

Warehousing and storage	Conditional Use	Not Allowed	Permitted	<u>Conditional Use</u>	<u>Conditional Use</u>	Permitted	Conditional Use	Not Allowed
Air transport terminals for passengers and freight	Not Allowed	Not Allowed	Not Allowed	<u>Not Allowed</u>	<u>Not Allowed</u>	Permitted	Conditional Use	Not Allowed
Transportation facilities, including bus and taxi operations	Not Allowed	Not Allowed	Permitted	<u>Permitted</u>	<u>Permitted</u>	Permitted	Conditional Use	Not Allowed
Dredging and filling	Not Allowed	Not Allowed	Not Allowed	<u>Conditional Use</u>	<u>Conditional Use</u>	Permitted	Conditional Use	Not Allowed
Dog kennels and lots	Not Allowed	Not Allowed	Not Allowed	<u>Conditional Use</u>	<u>Conditional Use</u>	Conditional Use	Conditional Use	Not Allowed
Mining of minerals, aggregate, sand, gravel or other earth products; and accessory uses and buildings	Not Allowed	Not Allowed	Not Allowed	<u>Not Allowed</u>	<u>Not Allowed</u>	Conditional Use	Permitted	Not Allowed
Helicopter landing pad	Permitted	Not Allowed	Permitted	<u>Conditional Use</u>	<u>Conditional Use</u>	Permitted	Conditional Use	Not Allowed

SECTION 6. Amendment Zoning Map. The Zoning Map is hereby amended to designate the locations of these new zoning districts as outlined in Attachment A.

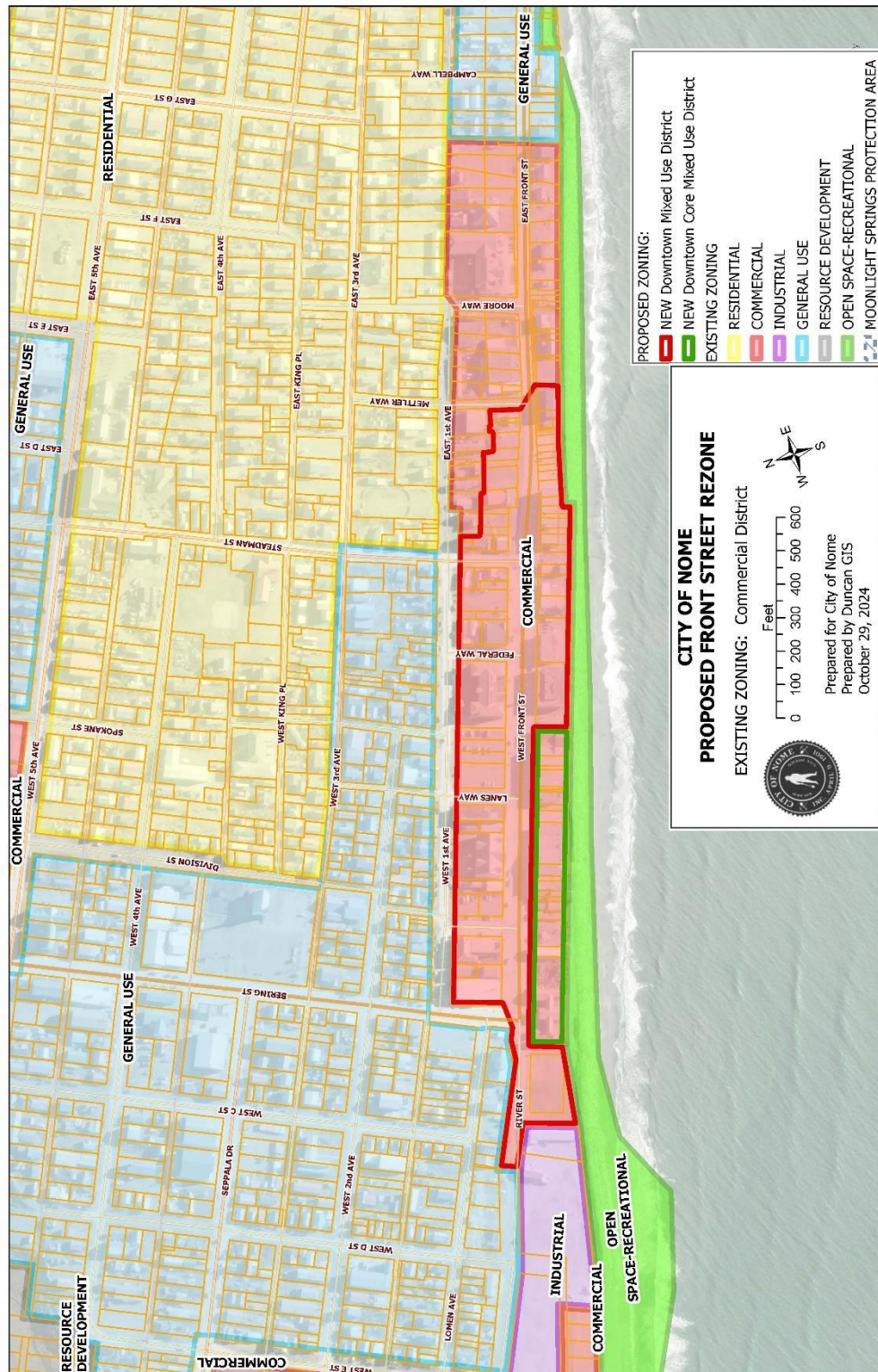
SECTION 7. Effective Date. This ordinance is effective upon passage.

APPROVED and SIGNED the ____ day of ____ 2025.

JOHN K. HANDELAND
Mayor

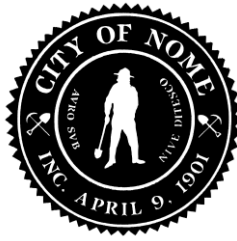
ATTEST: _____
DAN GRIMMER
City Clerk

ATTACHMENT A



Mayor
John K. Handeland

City Clerk/Treasurer
Dan Grimmer



Nome Common Council Item A.
Kohren Green
Scot Henderson
Mark Johnson
Maggie Miller
Adam Martinson
Cameron Piscoya

**NOME COMMON COUNCIL
REGULAR MEETING AGENDA
MONDAY, DECEMBER 09, 2024 at 07:00 PM
COUNCIL CHAMBERS IN CITY HALL**

102 Division St. ▪ P.O. Box 281 ▪ Nome, Alaska 99762 ▪ Phone (907) 443-6663 ▪ Fax (907) 443-5345

ROLL CALL At 07:02PM

Members Present: C. Johnson, C. Piscoya, C. Henderson, C. Green, C. Miller (Zoom);
Absent: C. Martinson;

Also Present: John K. Handeland, Mayor; Brad Soske, Deputy City Clerk; Brooks Chandler, Interim City Manager;

In the Audience: Ken Hughes, Ben Townsend, Gail Smithhisler, Chris Scheneman, Megan Onders, Via Zoom; Diana Haecker, Dan Grimmer, Nickie Crowe, Via KNOM YouTube; Thomas Simonsson, Cynthia Gray, Angie Nguyen, Miranda Musich, Peter Le;

APPROVAL OF AGENDA

A Motion to modify agenda for an executive session was made by C. Henderson and seconded by C. Johnson.

At the roll call:
Aye: C. Johnson, C. Miller, C. Henderson, C. Piscoya, C. Green,
Nay:
The motion **CARRIED.**

A motion to approve amended agenda was made by C. Johnson and seconded by C. Henderson.

At the roll call:
Aye: C. Johnson, C. Miller, C. Henderson, C. Piscoya, C. Green,
Nay:
The motion **CARRIED.**

APPROVAL OF MINUTES

A. November 25, 2024 Nome Common Council Meeting Minutes,

A motion to approve the meeting minutes made by C. Johnson and seconded by C. Henderson.

At the roll call:

Aye: C. Johnson, C. Miller, C. Henderson, C. Piscoya, C. Green,
Nay:
The motion **CARRIED**.

COMMUNICATIONS

- A. June 03, 2024 Public Safety Advisory Committee Meeting Minutes,
- B. November 12, 2024 Nome Planning Commission Meeting Minutes,
- C. An Email from Courtney Guinan an Event Coordinator from The Ted Stevens Center in Anchorage re: A Field Seminar,
Will discuss with center on how to make this happen.
- D. 2025 Funding Request from Alaska Business Development Center (ABDC),
- E. November 15, 2024 Letter to the Mayor re: 2024 NSEDC Community Benefits Share Distribution Funds,
Have to go through process to see how funds will be spent, after the first of the year.
- F. November 18, 2024 Letter to the Mayor re: 2024 Additional NSEDC Community Benefits Share Distribution Funds,
- G. November 25, 2024 Recorded Nome 2024 Foreclosure Judgement,
- H. November 27, 2024 AMCO Regulations re: Business License Requirements for Applicants,
- I. December 03, 2024 Letter from PAWS of Nome re: Funding Request for Outpost Clinic,
Discussion was to bring up next calendar year, during budget cycle.
- J. December 04, 2024 Letter from the Nome Beltz High School Basketball and Cheer Teams Requesting a Donation,
Discussion Mayor and City Manager will discuss this.
- K. December 03, 2024 A Letter to the City of Nome in Recognition by the Ahnangnatoguk Family of Services Provided by the City of Nome Staff,

CITIZEN'S COMMENTS

Gail Smithhisler- Wanted to show in person her gratitude and appreciation and to thank public works crew, city staff and common council for the compassion that was shown throughout her family's ordeal.

Ken Hughes- Speaking in regards to being in favor of the approval of abatement, mentioning that it looks like 1/3 of structures are vacant. Stating that it is hard to track down owners that have left town or left property to family members. Suggested building inspector position become a full-time position and not a part-time. Change title to code enforcement officer. Need to act timely with the ultimate goal of rebuilding or tearing down vacant structures.

UNFINISHED BUSINESS

- A. O-24-12-01 An Ordinance Authorizing the Disposal of Municipal Property by Lease to Kawerak, Inc. for Use as a Recycling Facility (SECOND READING/PUBLIC HEARING/FINAL DISCUSSION)

The Council went into Public Hearing at 07:21PM

The Public Hearing ended at 07:21PM

A motion to adopt this Ordinance was made by C. Henderson and seconded by C. Johnson.

At the roll call:

Aye: C. Johnson, C. Miller, C. Henderson, C. Piscoya, C. Green,

Nay:

The motion **CARRIED**.

- B. O-24-12-02 An Ordinance Authorizing Terminating a 55 Year Lease to the Alaska Army National Guard of the Property Identified as The West 10 Acres, More or Less, Within the Municipal Expansion Lands (SECOND READING/PUBLIC HEARING/FINAL DISCUSSION)

The Council went into Public Hearing at 07:22PM

The Public Hearing ended at 07:23PM

A motion to adopt this Ordinance was made by C. Henderson and seconded by C. Johnson.

At the roll call:

Aye: C. Johnson, C. Miller, C. Henderson, C. Piscoya, C. Green,

Nay:

The motion **CARRIED**.

NEW BUSINESS

- A. December 02, 2024 Memo to the Nome Common Council From the City Clerk re: A Determination of the Write Off of Taxes for Personal Property Account 50480,
A Motion to approve this Memo was made by C. Johnson and Seconded by C. Piscoya.

At the roll call:

Aye: C. Johnson, C. Miller, C. Henderson, C. Piscoya, C. Green,

Nay:

The motion **CARRIED**.

- B. 24-12-09 Memo to the Common Council from the City Clerk re: A Determination to Approve the 2024 Abatement List,

This item was skipped. Motion to schedule hearing for 7:15pm at January 13-2024 meeting.

A Motion to approve this hearing was made by C. Johnson and Seconded by C. Henderson.

At the roll call:

Aye: C. Johnson, C. Miller, C. Henderson, C. Piscoya, C. Green,

Nay:

The motion **CARRIED**.

- C. Memo to the Nome Common Council from the Interim City Manager re: Quarterly Budgets, CM spoke that Finance director prepared a explanation, verifying existing software can handle this. Providing estimate of cost payroll cost of doing this action.
- C.Henderson spoke his expectation is that use of the quarterly budgeting process shouldn't overly complicate the annual budgeting process. Council shouldn't get involved in setting quarterly numbers, that it would be up to finance and the department heads to develop the quarterly figures. Council doesn't really know if we made budget until the end of the year. Helpful tool to see how to resolve the budget issue.
- Finance director will work with department heads on the process. Looking to implement this for FY26.
- D. R-24-12-01 A Resolution of the Nome Common Council Determining Whether the Number of Authorized Taxi Cab Licenses shall be reduced and Authorizing the City Clerk to Determine Eligibility to Apply for a License by Lot,
- This resolution was withdrawn. Will schedule work session at 5:30pm, January 27th meeting.
- E. R-24-12-02 A Resolution Approving the 2025-2027 Collective Bargaining Agreement between the City of Nome and the City of Nome Employees Association Local #6141,
- A motion to approve this Resolution was made by C. Johnson and seconded by C. Piscoya.

At the roll call:

Aye: C. Johnson, C. Henderson, C.Piscoya, C.Green,

Nay:

The motion **CARRIED**.

UTILITY MANAGER'S REPORT

A. Utility Manager's Report,

Lights are on throughout town. Turbine update #1 is down, filed a notice of loss with insurance company. Will turn into a legal issue. #2 has started up again and is working well. Notice in newspapers 30 day solicitation for bids blocks 113 and 114, on E 6th, working with Solomon and King Island.

CITY MANAGER'S REPORT

A. City Manager's Report,

CM Chandler reviewed his report with council members.

Announced Megan Onders started working today modified position to include PR position. Another main function of her responsibility will be economic development.

Since report was written received quotes on shoulder patch.

Tenure is drawing to an end as interim city manager next week. Will rely on Mayor to get another interim.

CITIZEN'S COMMENTS

Ken Hughes- Historic Preservation- Spoke about trying to get a grant to repair and secure Swanberg Dredge that was damaged by Merbock. Cable snapped! 60-40 match to try to get repaired. 50,000 cost. Said he tried to use Uber app, but timed out. Hazardous conditions, so that might have added to timing out. Also spoke about the Network Transportation Drivers.

Ben Townsend spoke on behalf of Angie Nguyen who stated that even though CM Chandler's time here was short lived, that he accomplished a lot and wanted to thank him for his time here.

COUNCIL MEMBER'S COMMENTS

C. Henderson- Welcomed Megan to the city staff.

C. Johnson- Echoed Scot's comments welcoming Megan. Thanked Brooks for bringing her on board.

C. Green- Welcomed Megan

C. Piscoya- Also welcomed Megan.

MAYOR'S COMMENTS AND REPORT

Thanking NVFD for another great carnival and community for coming out.

December 23rd meeting is canceled. If needed, will schedule a special meeting.

Bigger and better fireworks display this year due to a matching donation.

Sad to announce the passing of Sister Alice Sullivan of the Little Sisters of Jesus.

Thanked CM Chandler for his time here. Mentioned he may stay on to consult some more items that need attention.

Dept of Army will be conduction trainings near the airport in January,

- A. Reappointment of Shane Smithhisler to Seat "A" of the Nome Port Commission for a 2 Year Term
 - B. Reappointment of Derek McLarty to Seat "G" of the Nome Port Commission for a 3 Year Term
- A Motion was made to reappoint Seats A and G by C.Henderson and Seconded by C. Piscoya.

At the roll call:

Aye: C. Johnson, C. Henderson, C.Piscoya, C.Green,

Nay:

The motion **CARRIED**.

- C. Motion to go into Executive Session by C. Johnson and Seconded by C. Green

At the roll call:

Aye: C. Johnson, C. Henderson, C.Piscoya, C.Green,

Nay:

The motion **CARRIED**.

EXECUTIVE SESSION Recessed at 08:50PM

- A. Matters Which Involve Personal Reputation re: City Manager Search Salary Range.

Came out of Executive session at 09:01PM

Starting salary for city manager search will be \$185,000 depending on experience.

ADJOURNMENT

Meeting adjourned at 9:02pm.

APPROVED and SIGNED THIS 13th DAY OF JANUARY, 2025

**JOHN K. HANDELAND
MAYOR**

**DAN GRIMMER
CITY CLERK**



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Item A.

Department of Commerce, Community,
and Economic Development

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

December 11, 2024

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

Licensee: The Grass Station, LLC

DBA: Grass Station 49

VIA email: gary@grassstation49.com

Local Government: Nome

Via Email: bhammond@nomealaska.org dgrimmer@nomealaska.org clerksoffice@nomealaska.org

Community Council:

Via Email:

CC: n/a

Re: Retail Marijuana Store #17077 Combined Renewal Notice

License Number:	#17077
License Type:	Retail Marijuana Store
Licensee:	The Grass Station, LLC
Doing Business As:	Grass Station 49
Physical Address:	223 Front St, Suite B Nome Ak 99762
Designated Licensee:	Gary Evans
Phone Number:	907-460-0398
Email Address:	gary@grassstation49.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 2024/2025 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).

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.

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

AMCO has received a complete renewal application for the above listed license 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 object to the approval of this application pursuant to 3 AAC 306.065, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the objection within 30 days of the date of this notice. We recommend that you contact the local government with jurisdiction over the proposed premises to share objections you may have about the application.

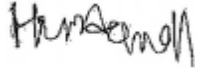
At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have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

this license, the board will consider the application independently. In those situations, a temporary license will be issued pending board consideration.

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

Sincerely,

Hunter Carrell

A handwritten signature in black ink, appearing to read "Hunter Carrell", written over the printed name.

For Lizzie Kubitz, Acting Director
907-269-0350



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Environmental Conservation Item B.

DIVISION OF WATER

Wastewater Discharge Authorization Program

PO Box 111800
Juneau, Alaska 99811-1800
Main: 907.269.6285
Fax: 907.334.2415

December 20, 2024

Subject: **Early notification** of wastewater discharge permit for AKR060000

Dear Local and Tribal Government Leaders

The Alaska Department of Environmental Conservation (DEC) proposes to reissue a statewide Alaska Pollutant Discharge Elimination System (APDES) general permit AKR060000 for the Mult-Sector General Permit for Storm Water Discharges Associated with Industrial Activity (MSGP).

Background information

This will be the third reissuance of the MSGP APDES general permit. The current permit was issued February 20, 2020, and expires March 31, 2025. The permit authorizes and sets conditions on the discharge of pollutants from authorized discharges to surface waters of the United States (U.S.). To ensure protection of water quality and human health, the permit establishes control measures and best management practices that must be used to control the types and amounts of pollutants that can be discharged from certain industrial activities.

The APDES Program (18 AAC 83) regulates point source discharges to waters of the U.S., whereas discharges to surface water of the State are regulated under the authority of 18 AAC 72 – Wastewater Disposal. The Department's statutory authority for issuing permits under 18 AAC 83 and 18 AAC 72 comes from AS 46.03.100. To meet the requirements of 18 AAC 83 to appropriately regulate surface water discharges as well as 18 AAC 72, both discharges to waters of the U.S. and waters of the State will be covered under this general permit.

Description of discharge

The MSGP requires industrial facilities to implement and maintain site-specific storm water control measures and to develop a site-specific storm water pollution prevention plan (SWPPP). The MSGP regulates the discharge of storm water from an estimated 330 industrial facilities in 29 industrial sectors. These sectors include mineral mining, coal mining, sand and gravel mining, boat harbors, and larger airports. The MSGP includes direction on the types of storm water control measures to install to limit the extent of storm water runoff.

Opportunities for tribal and local government participation in this permitting decision

DEC recognizes rural Alaska has unique needs and considerations regarding wastewater discharges and strives to issue permits that reflect a full understanding of local conditions. This letter is intended as an **early notice** to assist you in determining whether your community may be affected and inform you of the opportunity to provide traditional, cultural, or other local information that DEC should consider as part of this permit reissuance. DEC would like to know how your area and resources may be affected by this permitting action.

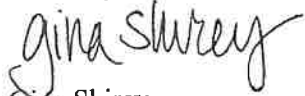
Next steps

After the permit is drafted, there will be a **10-day applicant review period** of the preliminary draft permit. Following the applicant review period, there will be a minimum of a **30-day public review and comment period**. I will provide a copy of the public notice for the permit by mail or e-mail at the start of the public comment period. After the public review and comment period, there will be a **5-day applicant review period** of the final draft permit before the permit is issued.

If requested, I can also provide notice of the preliminary draft and proposed final applicant review periods. Due to the short timeframes for those reviews, notices are sent by email or fax. Please provide an email address or fax number if you would like to receive notices for the preliminary draft and proposed final applicant review periods.

If you would like more information or would like to provide DEC with information about this permit, please do not hesitate to contact me at 907-465-5272 or via email: Gina.Shirey@alaska.gov; for technical questions about the permit, you may also directly contact the permit writer, Sam Kito at (907) 907-269-7542 or via email Sam.Kito@alaska.gov.

Sincerely,



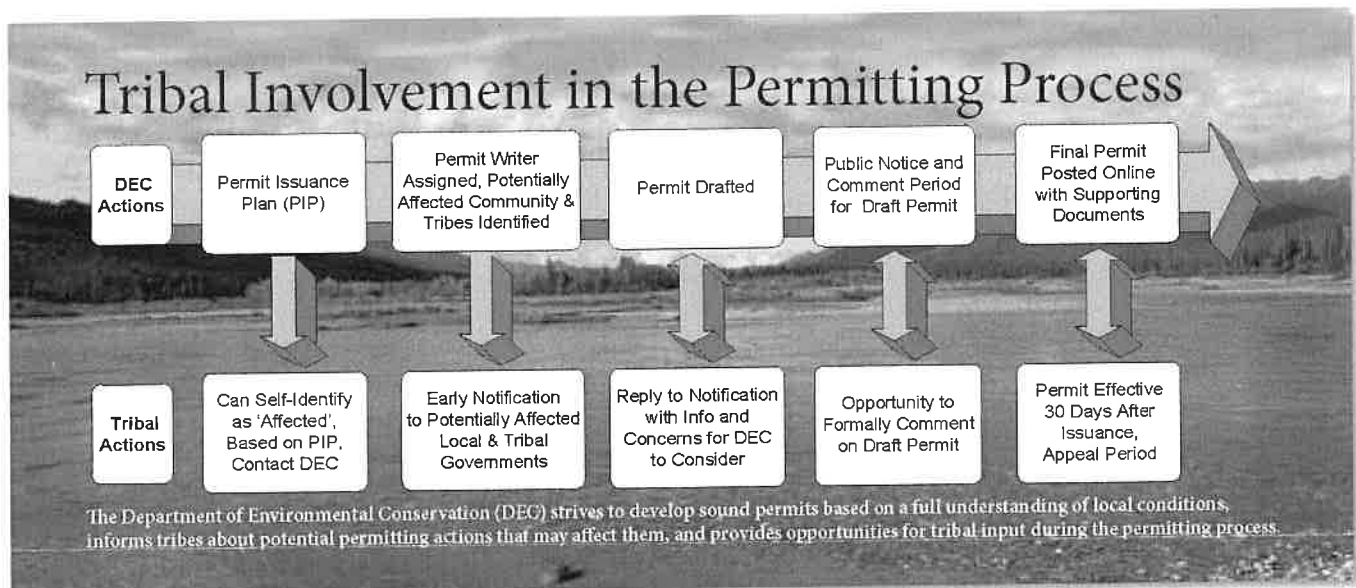
Gina Shirey

Local and Tribal Government Coordinator

Enclosure: Tribal Involvement in the Permitting Process postcard

cc: Potentially Affected Local Governments
Potentially Affected Federally -recognized Indian Tribes

Tribal Involvement in the Permitting Process postcard





Memo

Date: January 13, 2025

From: Dan Grimmer, City Clerk

To: Nome Common Council

Subject: Determination of City Council re: Sales Tax Penalties and Interest

Mr. Rodney Jones has asked for forgiveness of the Sales tax penalties and interest for Nome Checker Cab for the years of 2021-2023. This is in response to the NCO requirement to be current on his taxes for this business in order to have his cab licenses renewed.

Earlier this year Mr. Jones had meet with City Manager Glenn Steckman about evaluating what Nome Checker Cab owed in unfiled sales tax for the tax years of 2021-2023. Mr. Jones had expressed some difficulty in using the LocalGov system.

Since that time Nome Checker Cab has registered with the LocalGov system. Mr. Jones has explained that the reason he has not yet reconciled the past due sales tax is due to him having multiple properties that were on this years foreclosure list for which he was making an effort to make payments.

On 12/31/24 Mr. Jones made a payment on the principal Sales tax amounts owed for 2021 and 2022. The City is waiting on more information of what is estimated sales for 2023 in order to calculate the sales tax due. Mr. Jones is hoping that this payment of the 2021 and 2022 principal amounts for Nome Checker Cabs delinquent sales tax shows good faith in his efforts to achieve compliance.

The City Clerk is asking for the Nome Common Council to make a determination on approving the forgiveness of the 2021-2023 Sales tax penalties and interest for Nome Checker Cab per Mr. Jones request.

Dan Grimmer
City Clerk

City of Nome
102 Division St
PO Box 281
Nome AK 99762

(907) 443-6663

Receipt No: 2.004141

Dec 31, 2024

11052
Nome Checker Cab (NEW)
P.O. Box 1022
Nome AK 99762-1022

SALES AND MOTEL TAX - PAST DUE SALES TAX 2021+ 11,3310.0005 Sales Tax	4,820.00
---	----------

Total:	4,820.00
--------	----------

CHECK-GEN FUND	Check No: 1202	4,820.00
Payor: Rodney Jones		

Total Applied:	4,820.00
----------------	----------

Change Tendered:	.00
------------------	-----

Duplicate Copy

12/31/2024 1:03 PM

Item A.

RECEIVED
DEC 31 2024
CITY OF NOME
CLERKS DEPARTMENT

Dan Grimmer

From: Rodney jones <rjsauto5113@outlook.com>
Sent: Tuesday, December 31, 2024 11:54 AM
To: Dan Grimmer
Subject: Re: External Email Foreclosure List

To whom it may concern I need another year to catch up on my late sales tax had to focus on saving my property this year from city foreclosures properties are safe and have made some progress with your new system still have a hard time with that hope I'm not the only one have cleared one year of sales tax less the penalties and interest please don't deny or reject my application as I am working on this thank you sincerely Rodney Jones of nome checker cab

Get [Outlook for Android](#)

From: Dan Grimmer <DGrimmer@nomealaska.org>
Sent: Monday, August 12, 2024 8:36:52 AM
To: Rodney jones <rjsauto5113@outlook.com>
Subject: RE: External Email Foreclosure List

I think from what I remember from our past conversations with Glenn. We talked about you submitting a list of what was owed from 2022 and 2023?

DG

From: Rodney jones <rjsauto5113@outlook.com>
Sent: Monday, August 12, 2024 8:29 AM
To: Dan Grimmer <DGrimmer@nomealaska.org>
Subject: Re: External Email Foreclosure List

Have not forgotten

Get [Outlook for Android](#)

From: Dan Grimmer <DGrimmer@nomealaska.org>
Sent: Monday, August 12, 2024 8:25:21 AM
To: rjsauto5113@outlook.com <rjsauto5113@outlook.com>
Subject: Foreclosure List

RJ, Heads up that this property is on the Foreclosure list. I thought that this was one that you was looking after?

Dan Grimmer
City Clerk
City of Nome
DGrimmer@nomealaska.org
(907)443-6611
PO Box 281, Nome, AK 99762
Website: www.nomealaska.org

AGREEMENT FOR SHARED USE OF NOME ICE RINK FACILITIES

Recitals:

WHEREAS, the City of Nome ("City") is the record owner of real property and improvements commonly known as the Nome Recreation Center ("NRC") and

WHEREAS, the Nome Winter Sports Association ("NWSA") is a non-profit corporation that has been allowed; 1) seasonal use of a portion of the NRC property for an outdoor ice rink ("the Rink") and; 2) to place related facilities ("Buildings") owned by NWSA on NRC property. The locations of said Rink and Buildings are depicted in the attached Exhibit A and consist of a portion of the following real property;

Block 122 Lots 1,2, a portion of Lot 3, a portion of Lot 10A, Lot 11a and Lot 12A; and

WHEREAS, the City and NWSA wish to memorialize details of operational responsibility for the Rink and Buildings as well as define how seasonal use of the Rink and Buildings will be shared.

In consideration of the above recitals and purposes named the parties hereby agree as follows:

A. City of Nome Obligations.

Commencing January 1, 2025, City shall subject to annual appropriation by the City Council:

1. Maintain parking areas adjacent to the Ice Rink including snow removal.
2. Continue to allow NWSA to use the Rink and Buildings and adjacent NRC property on an exclusive basis between the months of November and April each year at no cost to NWSA.
3. Operate and maintain any lighting installed at the Ice Rink at the sole expense of the City.
4. Pay all costs of providing, operating and maintaining water and sewer utility services to the Buildings, if any.

B. NWSA Obligations.

Commencing January 1, 2025, NWSA shall:

1. Maintain the ice surface and exterior of the Rink and the Buildings including, but not limited to, hot mopping, snow removal, stairs, exterior painting, and structural integrity at the sole cost of NWSA.
2. Continue to operate the Rink and Buildings and provide programs open to the public during all periods NWSA is allowed use of these facilities.
3. Relinquish possession of the Rink and Buildings to City on or before May 1 of each year.
4. Submit written reports covering operations of the Rink and Buildings to the Nome City Council on or before May 31 each year.

C. Additional Obligations of Parties.

1. **Term and Option to Renew.** This Agreement shall commence January 1, 2025, and shall expire December 31, 2029, unless earlier terminated pursuant to Section 8, below. This term may be extended for an additional five (5) years if both parties agree to such an extension.

2. **Termination.**

- a. Upon expiration or termination of this Agreement, the NWSA shall, surrender and deliver the Rink to the City in as good condition as when first allowed use by NWSA or as thereafter improved, excepting only: 1) ordinary wear and tear; 2) deterioration or functional obsolescence of improvements due to age; and 3) any defects objected to in a writing signed by the NWSA and delivered to the City prior to the NWSA's execution of this Agreement.

b. Not later than the expiration or termination date of this Agreement, or of any extended term, NWSA shall remove all of its property from the Ice Rink and Buildings. Any damage caused to the Ice Rink by reason of such removal shall be immediately paid by NWSA. Any property not so removed by NWSA may become the property of the City at the City's option.

c. The City may, in its sole discretion, remove and store any or all property not timely removed from the Ice Rink and Buildings. Storage shall be for the account and at the expense of NWSA, and without liability for loss thereof or damage thereto on the part of the City. If after a period of thirty (30) days or more NWSA has not retrieved its property from storage and paid City the reasonable cost of storage, the City may sell any or all of such property at a public or private sale. The City shall mail written notice of such sale to NWSA at least ten (10) days prior to sale. The notice shall state the date, time and place of the sale. The City may set the time, place and manner of the sale in its sole discretion. The proceeds of any such sale shall be applied first to the costs of sale, and then to storage charges. Any remaining balance shall be mailed to NWSA.

3. **Improvements to Ice Rink.** NWSA may make improvements to the Ice Rink, however, any improvements require the advance written permission of the City of Nome.

4. **Fund Raising.** NWSA and City shall continue to cooperate on matters related to fund raising for programing, operations and improvement of the Ice Rink and Buildings.

5. **Non-Discrimination.** Neither City nor NWSA shall discriminate against any person or persons or exclude any persons from participation in NWSA operations, programs, or activities because of race, color, sex, handicap, national origin, or religion.

6. **Indemnification/Insurance.**

(a) NWSA shall defend, indemnify and save harmless the City, its agents or employees from and against any and all claims, demands and causes of action of any nature whatsoever, and any expenses incident to defense of and by the City therefrom, for any injury to or death of persons or loss of or damage to property in any manner arising out of NWSA's use and occupation of the Ice Rink, Buildings or performance of this Agreement, except to the extent caused by the sole negligence of the City.

(b) City shall defend, indemnify and save harmless NWSA, its agents or employees from and against any and all claims, demands and causes of action of any nature whatsoever, and any expenses incident to defense of and by NWSA therefrom, for any injury to or death of persons or loss of or damage to property in any manner arising out of City's use and occupation of the Ice Rink or performance of this Agreement, except to the extent caused by the sole negligence of the NWSA.

(c) In addition, NWSA shall procure and maintain commercial general liability insurance coverage written by responsible insurer(s) licensed to do business in the State of Alaska, naming the City as an additional named insured, which coverage, shall not be less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate, including death, property damage and personal injury liability. NWSA shall also obtain "all risks" property insurance for all contents of the Buildings Center whether NWSA's personal property or City's personal property, in an amount at least equal to the replacement cost of all NWSA's fixtures and improvements in the Ice Rink and Buildings. Such insurance shall also be written by responsible insurer(s) licensed to do business in the State of Alaska, and shall name the City as an additional named insured. NWSA agrees to furnish certificates of insurance evidencing such insurance coverage to the City at or before the effective date of this Agreement. NWSA further agrees to immediately notify the City of any cancellation, termination or decrease in its insurance. The certificates of insurance shall contain an endorsement providing for not less than thirty (30) day's notice to the City of intent to cancel or decrease the insurance. NWSA shall also maintain required Workers' Compensation insurance, if any. If any time during the term of this

Agreement or any extension or renewal thereof a competent insurance agent deems this amount of coverage inadequate, NWSA will immediately increase its coverage to an adequate level.

(c) All insurance provided by NWSA under this Agreement shall (1) contain a waiver of subrogation by the insurer in favor of the City; (2) provide that an act or omission of the City will not void the policy or be a condition to recovery; and (3) provide primary insurance coverage.

(d) City shall procure and maintain property insurance covering the Ice Rink and all personal property of City at the Ice Rink and shall procure and maintain public liability insurance coverage.

7. **Use of Ice Rink and Buildings.** The NWSA may use NRC Property, the Ice Rink and Buildings solely for purposes related to the performance of this Agreement. NWSA shall not use the Buildings for residential purposes.

8. **Default.**

(a) If NWSA at any time during the term of this Agreement or any holdover period shall (a) fail to observe or perform any of NWSA's other obligations hereunder, and if within thirty (30) days after the City shall have mailed to NWSA written notice specifying such default or defaults, NWSA shall not have commenced to cure such default and proceed diligently to cure the same, then the City may give NWSA notice of termination of this Agreement. In such a case, on a date specified in such notice, which date shall not be less than thirty (30) days after the date of mailing of such notice ("termination date"), the term of this Agreement shall come to an end.

(b) The City shall not be in default of any of its obligations hereunder unless and until it shall have unreasonably failed to perform said obligation within thirty (30) days, or such additional time as may be reasonably required, after receipt of written notice by the City specifying the default.

9. **Notices.** Any and all notices required or permitted under this Agreement, unless otherwise specified in writing by the party whose address is changed, shall be addressed as follows:

THE CITY: City of Nome
P. O. Box 281
Nome, AK 99762
Attn: City Manager

THE NWSA: Nome Winter Sports Association
P.O. Box ____
Nome, AK 99762

Attn: President

Dated this _____ day of December, 2024.

CITY OF NOME

**NOME WINTER SPORTS ASSOCIATION,
INC.**

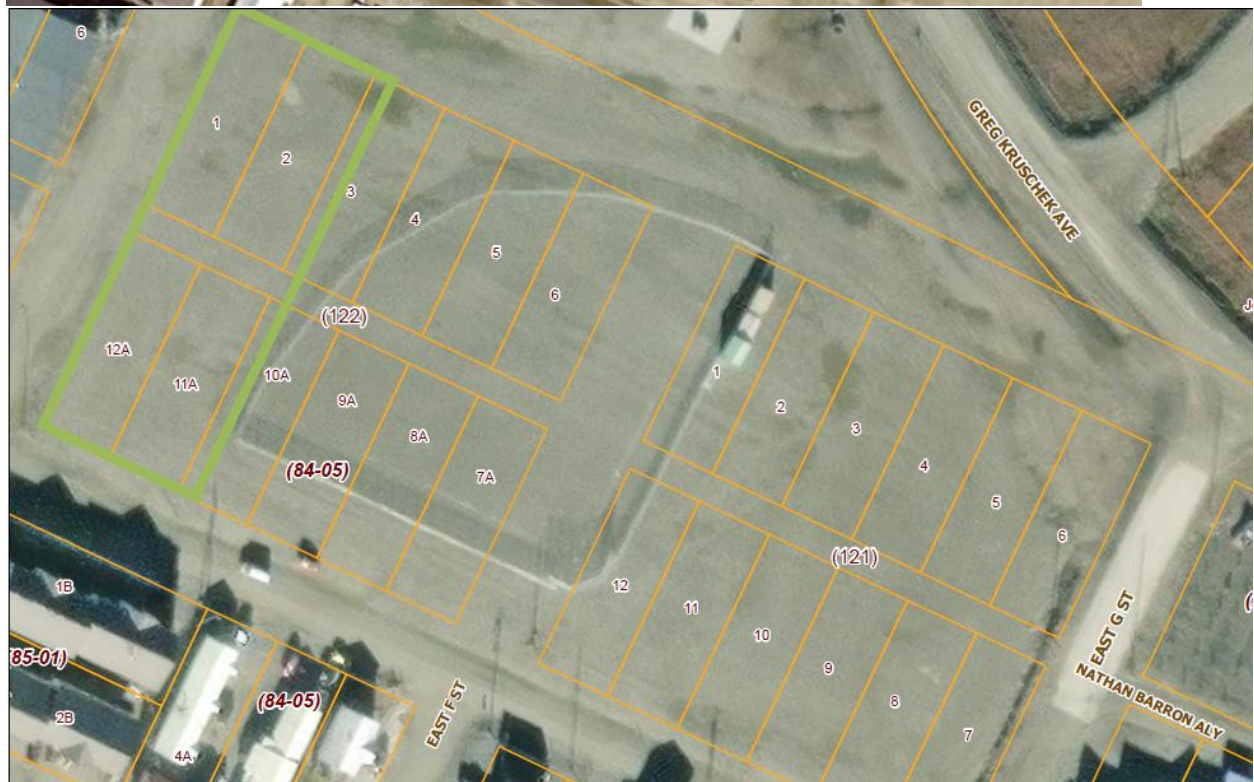
BY: _____

BY: _____

ITS: CITY MANAGER

Blake Bogart

ITS: PRESIDENT



CITY OF NOME, ALASKA

RESOLUTION NO. 25-01-01

A RESOLUTION AUTHORIZING MAYOR JOHN HANDELAND TO EXECUTE AN ESCROW AGREEMENT WITH THE UNITED STATES ARMY CORPS OF ENGINEERS AND NORTHRIM BANK FOR THE PURPOSE OF OBLIGATING CONSTRUCTION FUNDS AS REQUIRED BY ARTICLE IV C (1) OF THE PROJECT PARTNERING AGREEMENT FOR THE PORT OF NOME MODIFICATIONS PROJECT

WHEREAS, The City of Nome (“Nome”) and the Department of the Army (“the Government”) are parties to that certain Project Partnership Agreement (“PPA”) for the Port of Nome Modifications Project (“Project”); and

WHEREAS, the PPA identifies the City of Nome as the “Non-Federal Sponsor” of the Project, and thereby responsible for ten percent of the cost of constructing the general navigation features, and 100% of the cost of constructing the local service facilities related to the Project (“Non-Federal Cost Share”); and

WHEREAS, Article IV C(1) of the PPA states payment of the Non-Federal Cost share may be made by “verifying to the satisfaction of the Government” that Nome “had deposited such funds in an escrow or other account acceptable to the Government with interest accruing” to Nome; to be used for payment of future Non-Federal Cost Share contributions for the Project; and

WHEREAS, through R-24-11-01, the Nome Common Council authorized the opening of an account (“the Account”) at Northrim Bank to house the Non-Federal Cost share funds, thereby meeting the PPA requirement that funds be made accessible to the Government prior to solicitation of the construction contract; and

WHEREAS, the Government, Nome and Northrim Bank must now execute an escrow agreement (“the Agreement”) as drafted by the Government, outlining the purpose and function of the Account, and obligations of each party; and

WHEREAS, under NCO 2.20.010(c), the Nome Common Council may authorize the Mayor to execute official documents and the Agreement requires an authorized signature on behalf of Nome;

NOW, THEREFORE, BE IT RESOLVED the Nome Common Council hereby authorizes the Mayor to execute the Agreement with the Government and Northrim Bank to meet Nome's Non-Federal Cost share obligations to the Government under the PPA for construction of the Port of Nome Modifications Project.

APPROVED and **SIGNED** this 13th day of January, 2025.

JOHN K. HANDELAND
Mayor

ATTEST:

DAN GRIMMER
City Clerk/Treasurer

ESCROW AGREEMENT

This Agreement, made and entered into this _____ day of _____, 20____, by and between the City of Nome (hereinafter referred to as the “Non-Federal Sponsor”), the Department of the Army (hereinafter referred to as the “Government”), and Northrim Bank (hereinafter referred to as the “Bank”),

WITNESSETH THAT:

WHEREAS, on January 11, 2024, the Non-Federal Sponsor and the Government entered into a PROJECT PARTNERSHIP AGREEMENT for the CONSTRUCTION of the Port of Nome Modifications Project; and,

WHEREAS, pursuant to the PROJECT PARTNERSHIP AGREEMENT, the Non-Federal Sponsor is required to contribute, over the period of CONSTRUCTION of the Project, a cash contribution calculated in accordance with said Agreement; and,

WHEREAS, the Non-Federal Sponsor and the Government have agreed that the required contribution may be deposited into an escrow account and held therein until the Government withdraws the funds in accordance with the PROJECT PARTNERSHIP AGREEMENT and,

WHEREAS, the Bank has agreed to serve as depositary for the escrow account and to accept appointment as escrow agent.

NOW, THEREFORE, the parties agree as follows:

1. The Bank is hereby appointed as the escrow agent for the Non-Federal Sponsor and is designated the depositary for the monies delivered by the Sponsor pursuant to the aforementioned PROJECT PARTNERSHIP AGREEMENT. The Bank shall establish the “Port of Nome Modifications Project CONSTRUCTION Fund” (hereinafter referred to as the “Escrow Account”), into which shall be deposited the funds delivered by the Non-Federal Sponsor.

2. In accordance with the method of payment provisions of the PROJECT PARTNERSHIP AGREEMENT the Non-Federal Sponsor shall absolutely and irrevocably deliver to the Bank the funds required to be provided to the Government during the period of CONSTRUCTION.

3. The funds held in the Escrow Account shall earn interest at a rate as the Bank and the Non-Federal Sponsor may mutually agree. To the extent the Non-Federal Sponsor authorizes the Bank to invest the funds in any instrument other than an interest-bearing account, savings certificate, or certificate of deposit of the Bank itself, such investment shall be only in direct obligations of the Government of the United States of America, in obligations of agencies or insurers that are guaranteed by the Government of the United States of America, or in a money market mutual fund consisting solely of such obligations. Any instrument must be subject to redemption on or prior to the dates the funds will be needed by the Government. Interest on the

funds deposited shall accrue and belong to the Non-Federal Sponsor, and shall be payable to the Non-Federal Sponsor as the Bank and the Non-Federal Sponsor may agree.

4. The Government, acting pursuant to the terms of the PROJECT PARTNERSHIP AGREEMENT, shall have the sole and unrestricted right to draw upon all or any part of the principal funds deposited in the Escrow Account. A written demand for withdrawal shall be made to the Bank by the District Engineer, USAED, Alaska (J4) District, or his designee, with a copy of said demand provided to the Non-Federal Sponsor. Within 10 days of receipt of the demand, the Bank shall pay to the Government the amount requested to the extent such amount does not exceed the balance available in the Escrow Account. All payments shall be in the form of bank drafts payable to the "FAO, USAED, Alaska (J4) District", and shall be mailed or otherwise delivered to the Government as specified below in paragraph 9 of this Agreement.

5. Upon receipt of signed certification by the Government that no further demand for payment of money will be made, the Bank shall complete a final accounting of other obligations required under this Agreement, and pay over any remaining balance to the Non-Federal Sponsor.

6. The fee to be paid to the Bank for the services provided hereunder shall be as the Bank and the Non-Federal Sponsor may mutually agree. Any fee paid to the Bank shall be the sole responsibility of the Non-Federal Sponsor. The Bank shall have no right to deduct monies from the principal escrow sum to pay for its services. In the event the Non-Federal Sponsor fails to make payment to the Bank for its services, all claims for such payment shall be directly against the Non-Federal Sponsor. The Government shall not be responsible for any costs attributable to the establishment, maintenance, administration, or any other aspect of the Escrow Account.

7. Account statements shall be rendered by the Bank to the Non-Federal Sponsor and the Government once monthly, and shall show deposits, disbursements, and balances, and the dates thereof. Upon receipt by the Bank of the certification specified in paragraph 5 above, the Bank shall prepare a final accounting showing all transactions relating to the Escrow Account and provide said accounting to the Non-Federal Sponsor and the Government at the addresses shown in paragraph 9 of this Agreement.

8. It is understood and agreed that the Bank shall not be liable or responsible to ascertain the terms or conditions of any provision of the aforementioned PROJECT PARTNERSHIP AGREEMENT between the Non-Federal Sponsor and the Government. It is further understood and agreed that if any controversy arises between the Government and the Non-Federal Sponsor, or with any other party with respect to the subject matter of this Agreement, the Bank is authorized, unless precluded by order of a court of competent jurisdiction, to disburse monies to the Government in accordance with the terms of this Agreement.

9. All notices, requests, demands, and other communications required or permitted to be given under this Agreement shall be deemed to have been duly given if in writing and delivered personally, given by prepaid telegram, or mailed by first-class (postage pre-paid), registered, or certified mail, as follows:

If to the Non-Federal Sponsor:

PO Box 281
102 Division St.
Nome, AK 99762-0281

If to the Government:

District Commander
US Army Corps of Engineers, Alaska District
PO Box 6898
Joint Base Elmendorf-Richardson, Alaska 99506-6898

If to the Bank:

Northrim Bank
PO Box 1009
Nome, AK 99762-1009

10. Nothing in this Agreement shall be considered as vesting title in the Bank to the amount deposited, except as Trustee for the Non-Federal Sponsor and the Government for the purposes set forth herein. Title to said funds shall not vest in the Government until payment to the Government is made as provided herein.

11. This Agreement shall take effect upon the initial deposit of funds into the Escrow Account by the Non-Federal Sponsor and shall continue in full force until the certification specified in paragraph 5 hereof is received by the Bank and the balance remaining is returned to the Non-Federal Sponsor, unless earlier terminated by the written mutual agreement of the Non-Federal Sponsor and the Government.

12. This Agreement may not be amended, except by written modification signed by the parties hereto.

IN WITNESS WHEREOF, the Non-Federal Sponsor, the Government, and the Bank have executed this Agreement on the date first above written.

The Non-Federal Sponsor

ATTEST: _____

BY: _____

The Department of the Army

ATTEST: _____

BY: _____

The Bank

ATTEST: _____

BY: _____

Presented By.
Building Inspector

Action Taken:
Yes____
No____
Abstain____

CITY OF NOME, ALASKA

RESOLUTION NO. R-25-01-02

**A RESOLUTION DECLARING CERTAIN PROPERTIES IN THE CITY OF NOME
TO BE FIRE HAZARDS, HEALTH HAZARDS, OR PUBLIC NUISANCES,
AND AUTHORIZING THEIR REMEDIATION, REMOVAL, OR DEMOLITION**

WHEREAS, the Planning Commission recommended to the City Council ordering abatement of certain structures in Nome which pose a fire hazard, health hazard, or public nuisance; and,

WHEREAS, the City Council agreed to schedule a public hearing on abatement on six (6) of those structures during its meeting of December 9, 2024; and,

WHEREAS, the City Clerk tacked notices of abatement proceedings to the designated structures and the City Clerk sent copies to the owners of record via certified mail on January 7, 2025; and,

WHEREAS, the Council then held a public hearing during its meeting of January 13, 2025 to hear commentary from property owners and the general public; and,

WHEREAS, the following properties were determined to be fire hazards, health hazards, and/or public nuisances:

107 East Tobuk Ave	001.171.08	Blk 67/Lot 38	Hunter Bellamy
103 Federal Way	001.242.04	Blk B/Lot 1	Stacy Hansen & Josette Bendickson
401 East M. St.	001.032.30	Blk 43A/Lot 10A	Mark & Windrow Sackett
209 West Second Ave	001.241.50A	Blk 29B/Lot 5A	David Jones
709 Out of the Way	198.2.428	Blk 10/Lot 11	Floy Gilder
508 Steadman St	001.231.01	Blk 65A/Lot 29A	James D. West

NOW, THEREFORE, BE IT RESOLVED that if these buildings are not remedied, removed, or demolished by *July 1, 2025*, the City will remove or demolish them, with the cost thereafter chargeable first to salvaged building materials and then to the property itself, as in the case of a tax lien.

APPROVED and **SIGNED** this 13th day of January, 2025.

JOHN K. HANDELAND, Mayor

ATTEST:

DANIEL GRIMMER, City Clerk



December 9, 2024

Abatement:

The Nome City Ordinance 5.30.010 is quoted as follows” (a) The mayor, city engineer, chief of police, fire chief or city health officer may report to the city council that a particular building or structure constitutes a fire hazard, health hazard or public nuisance.”

The purpose of this report is to present properties for consideration for abatement based on their condition as a Fire Hazard, Health Hazard or Public Nuisance as per the definitions set forth in Nome City Ordinance 5.30.030 Definitions.

The addresses of properties follow:

- 1) 107 East Tobuk Avenue (Hunter Bellamy)
- 2) 103 Federal Way (Stacy Hansen & Josette Bendickson)
- 3) 401 East M Street (Mark & Windrow Sackett)
- 4) 209 West Second Ave (David Jones)
- 5) 709 Out of The Way (Floy Gilder)
- 6) 508 Steadman (Jim West)

Report compiled by Cliff McHenry
City of Nome Building Inspector

CITY OF NOME
ABATEMENT PROCEEDING
CITY CLERK'S OFFICE

PHYSICAL ADDRESS:	107 East Tobuk Alley
TAX LOT NUMBER:	001.171.08
OWNER:	Hunter Bellamy
MAILING ADDRESS:	PO Box 1517 Nome, Ak 99762
TELEPHONE:	UNK

NPD COMMENTS
2 calls for service
NVFD COMMENTS
DPW COMMENTS
Building in bad shape. Have seen homeless hanging out in derelict vehicles on property and there is an unsecured broken window on the side potentially giving access.
BUILDING INSPECTOR COMMENTS
Building in poor condition, not currently occupied. Foundation needs attention. Building not secured ,numerous vehicles on property .Fire Hazard and Public Nuisance as per NCO 5.30.030
NOME COMMON COUNCIL DECISION

102 Division Street
P.O. Box 281
Nome, AK 99762
907.443.6663
www.nomealaska.org

107 East Tobuk Alley – Hunter Bellamy – 001.141.21



CITY OF NOME
ABATEMENT PROCEEDING
CITY CLERK'S OFFICE

PHYSICAL ADDRESS:	103 Federal Way
TAX LOT NUMBER:	001.242.04
OWNER:	Stacy Hansen
MAILING ADDRESS:	General Delivery Nome, AK 99762
TELEPHONE:	UNK

NPD COMMENTS
No calls for service
NVFD COMMENTS
DPW COMMENTS
BUILDING INSPECTOR COMMENTS
Building in poor condition, not currently occupied. Foundation needs attention. Roof sagging and rotten at eaves. Does not appear suitable for habitation. Fire Hazard and Public Nuisance as per NCO 5.30.030. Complaints of condition from neighbors.
NOME COMMON COUNCIL DECISION

102 Division Street
P.O. Box 281
Nome, AK 99762
907.443.6663
www.nomealaska.org

103 Federal Way – Stacy Hansen & Josette Bendickson – 001.242.04



Taken July 2021



CITY OF NOME
ABATEMENT PROCEEDING
CITY CLERK'S OFFICE

PHYSICAL ADDRESS:	401 East M Street
TAX LOT NUMBER:	001.032.30
OWNER:	Mark Sackett (Deceased)
MAILING ADDRESS:	PO Box 1517 Nome Ak 99762
TELEPHONE:	

NPD COMMENTS
NVFD COMMENTS
DPW COMMENTS
Snow accumulates on vehicle abutting M Street, Items encroach ROW East 3 rd Street
BUILDING INSPECTOR COMMENTS
Much debris and large semi-trailer encroach ROW. Roofing on East structure abutting East 3 rd has sheet metal roofing coming loose. Two structures within 10 foot fire separation create fire Hazard.
NOME COMMON COUNCIL DECISION

102 Division Street
P.O. Box 281
Nome, AK 99762
907.443.6663
www.nomealaska.org

401 East M Street – Mark Sackett – 001.032.30





A photograph of a residential area. On the right is a two-story wooden building with weathered grey siding and white-framed windows. A white door is visible on the ground floor. To the left of the building is a white semi-trailer parked on a dirt/gravel surface. The area is cluttered with various items: wooden pallets, a yellow bucket, a black trash can, a white storage bin, and other debris. In the background, there are other buildings, including one with a red roof, and a dirt road. The sky is blue with some clouds. A white car is partially visible in the bottom left corner.

Item D.

Item D.



Item D.



TIMPTE

Item D.

A photograph showing a cluttered area beneath a metal structure, possibly a bridge or industrial equipment. The structure is composed of light-colored metal beams with numerous rivets. Below the beams, there is a dark, confined space filled with various items, including what appears to be a large, dark, cylindrical object (possibly a tank or container) and some debris. A label in the top right corner identifies the area as 'Item D.'.

Item D.

CITY OF NOME
ABATEMENT PROCEEDING
CITY CLERK'S OFFICE

4/9/2024

PHYSICAL ADDRESS:	209 West Second Avenue
TAX LOT NUMBER:	001.241.50A
OWNER:	David Jones
MAILING ADDRESS:	PO Box 1111 Nome, AK 99762
TELEPHONE:	UNK

NPD COMMENTS
No calls for service
NVFD COMMENTS
DPW COMMENTS
We've had trouble with materials and fencing on the right of way when doing snow removal and the lumber and deck are an attractive nuisance for kids in the neighborhood.
BUILDING INSPECTOR COMMENTS
Failed to neatly stack lumber from demolition as requested in previous abatement. Numerous nails protruding from lumber create hazard. Fencing protruding into Right of Way catches snow and impedes vision of motorists. Public nuisance as per Nome City Ordinance 5.30.030
NOME COMMON COUNCIL DECISION

102 Division Street
P.O. Box 281
Nome, AK 99762
907.443.6663
www.nomealaska.org

209 West 2nd – David Jones (Csiki) – 001.241.50A





20190816_101035_resized.jpg 3/7/2019



20190816_113405_resized.jpg 9/23/2019



20190816_113420_resized.jpg 9/23/2019



image1.jpeg 4/9/2019



March 8, 2023

TO:
Floy Gilder
PO Box 1957
Nome, AK 99762

RE:
709 Out of The Way

Mr. Gilder,

As the City Nome Building Inspector one of my duties is to address vacant structures within the Nome City limits. Your property at the above address is vacant and in poor condition. The City of Nome would appreciate your help in cleaning the exterior of the property of debris and ascertain it is secure against entry.

As you know Nome has a severe housing shortage and your property would be a good candidate for renovation. I would appreciate hearing from you and discussing your plans for the property. If you plan to do some improvements the City has an online Permitting Portal on the City website www.nomealaska.org.

Best Regards,
Cliff McHenry

City of Nome Building Inspector
907-443-6604 or 907-304-0414 (Cell)

CC: Glen Steckman City Manager

Item D.





Item D.



**NOTICE TO ABATE - TO OWNER
OF RECORD: FLOY GILDER.**

A public hearing will be held on August 31, 2011 at 7:00 PM to hear comments from the public regarding the City of Nome's abatement proceedings. As part of this process we are required to notify the owner of record of all structures included in this process. Your building(s) located at 709 Out of the Way, Block 10, Lot 11, Tax Lot No. 198.2.428 was recommended for abatement in accordance with Nome Code of Ordinance Chapter 5.30 Nuisances.

A "public nuisance" is defined as any building or structure the condition of which is such as to reasonably endanger the safety of person or property of persons other than the owner of the building or structure, whether because of deterioration, dilapidation, or other cause whether or not the fault of the owner (Ord. O-93-6-6, 1 (part), 1994)

The above referenced hearing will be your opportunity to make comments or provide proof that the deficiencies reported have been substantially remedied or that steps to remedy the deficiencies have been taken.

Please call 443-6612 if you have further questions or concerns.

CITY OF NOME
CITY CLERK'S OFFICE



Item D.

CITY OF NOME
ABATEMENT PROCEEDING
CITY CLERK'S OFFICE

4/9/2024

PHYSICAL ADDRESS:	508 Steadman
TAX LOT NUMBER:	001.221.01
OWNER:	James West
MAILING ADDRESS:	PO Box 967 Nome, AK 99762
TELEPHONE:	UNK

NPD COMMENTS
No calls for service
NVFD COMMENTS
DPW COMMENTS
This building is an attractive nuisance and is located near a bus stop and on the route to the rec center and library.
BUILDING INSPECTOR COMMENTS
This unsecured building creates an attractive nuisance. Bags inside may pose a health hazard. Was placed on a previous Abatement List, but no action taken. Another building adjacent (to the South) has the same shortcomings.
NOME COMMON COUNCIL DECISION

102 Division Street
P.O. Box 281
Nome, AK 99762
907.443.6663
www.nomealaska.org

508 Steadman – James West – 001.221.01





Jim West 508 Steadman Residential Parcel 001.231.01

- Unsecured doors allowing access to interior.
- Structure appears on verge of collapse.
- Building constitutes a **fire hazard as per NCO 5.30.030.**
- Violation of **NCO 18.50.20** item h “not including junk”.



NPD: 0 Police Responses 2022, 2021, 2020

NVFD: none received

DPW: This property is close to a bus stop and on the main route to the library and rec center. As such it has a higher than average amount of children passing by and could be considered an attractive nuisance.

Presented By:
Assistant City Manager

Action Taken:
Yes____
No____
Abstain____

CITY OF NOME, ALASKA

RESOLUTION NO. R-25-01-03

A RESOLUTION AUTHORIZING THE CITY OF NOME TO APPLY FOR AND PARTICIPATE IN THE FY2025 STATE HOMELAND SECURITY PROGRAM GRANT

WHEREAS, the City of Nome maintains a police department, volunteer fire department and participates in the Nome Local Emergency Planning Commission; and

WHEREAS, the City of Nome endeavors to protect life and property of residents of and visitors to Nome; and,

WHEREAS, the City of Nome wishes to hire a consultant to update its 2011 Emergency Operations Response Plan; secure funds to provide training for the new plan; oil spill training and emergency response equipment funds for the Nome Joint Utility System; as well as secure necessary information technology upgrades to protect the City from cyber threats and respond to emergencies; and,

WHEREAS, application to the State of Alaska Division of Homeland Security and Emergency Management State Homeland Security Program could provide needed funding to address equipment needs in law enforcement, sheltering, search and rescue, emergency operations and fire response.

NOW, THEREFORE, BE IT RESOLVED that the Nome Common Council supports the City of Nome application to the FY2025 Alaska Division of Homeland Security and Emergency Management State Homeland Security Program.

APPROVED and **SIGNED** this 13th day of January, 2025.

JOHN K. HANDELAND, Mayor

ATTEST:

DANIEL GRIMMER, City Clerk

Presented By:
Assistant City Manager

Action Taken:
Yes____
No____
Abstain____

CITY OF NOME, ALASKA

RESOLUTION NO. R-25-01-04

A RESOLUTION AUTHORIZING THE CITY OF NOME TO APPLY FOR AND PARTICIPATE IN THE FY2025 NORTON SOUND ECONOMIC DEVELOPMENT CORPORATION OUTSIDE ENTITY FUNDING PROGRAM

WHEREAS, the City of Nome manages building maintenance for city facilities including the Nome Recreation Center and the XYZ Senior Center; and,

WHEREAS, the City of Nome endeavors to support the public health, wellness and safe gathering of residents; and,

WHEREAS, the XYZ Center serves 150 community elders with meals, transportation, shower and laundry facilities, in addition to community use of its laundry facilities, and needs a hot water heater that will meet current consumption demands; and

WHEREAS, the Nome Recreation Center supports: community athletic and health events including city basketball and volleyball leagues; regional gatherings and the Lonnie O’Conner Iditarod regional basketball tournament; as well as is the location of emergency shelter for the City of Nome, the locker rooms, bathrooms, shower and sauna facilities are in dire need of renovation and replacement;

NOW, THEREFORE, BE IT RESOLVED that the Nome Common Council supports the City of Nome’s application to the FY2025 Norton Sound Economic Development Corporation Outside Entity Grant Program for a grant amount of \$50,000.

APPROVED and **SIGNED** this 13th day of January, 2025.

JOHN K. HANDELAND, Mayor

ATTEST:

DANIEL GRIMMER, City Clerk



Memo

To: Dan Grimmer – Acting City Manager

From: Joy L. Baker – Project Manager/Acting Port Director *JLB*

CC: Mayor Handeland & Common Council; Port Commission; Planning Commission

Date: 1/10/2025

Re: Port Admin & Projects Status Update – Jan 2025

Administration:

Staff continue working on account collections, budgetary needs, form updates, tariff review, procurement, statistical tracking and funding needs. Efforts continue with Public Works to prioritize facility maintenance and repair projects to determine ROM estimates, schedule and classifying as in-house or issuing an RFP for the work. IN preparation for the 16 Jan Port Commission meeting, we are evaluating a number of pending projects versus funding opportunities for discussion with the PC, Public Works, City Admin and engineers.

Discussions have begun for making in-person visits to WA DC and Juneau for presenting City/Port/NJUS 2025 Priorities, once the lists have been approved by the City Council. The DC trip will likely be scheduled for early Feb 2025, with dates for Juneau being determined in the coming months as things come together in Juneau.

Strategic Development Plan:

PND and Corvus continue working on the Strategic Development Plan, incorporating input from the public, users, port commission and city/port staff. This guidance will inform the final port (Phase C), and reflect a solid long-range plan for future port development. An updated draft will be shared in a Port Commission Work Session for review.

Causeway:

Arctic Deep Draft Port – Nome Modifications (Construction Bid Award):

The USACE and City design teams have been diligently working on the revised bid solicitation, with a 90% package being issued this week for internal review. The current schedule still shows a solicitation potentially being released sometime in Feb 2025, with an award in late summer 2025, but neither are confirmed at this time.

Local Service Facilities (LSF) Inspection Integration:

City designers are in close coordination with the USACE team, and thus far, have met all schedule milestones for Phase 1A.

U.S. DOT Maritime Administration (MARAD) – Port Infrastructure Development Program (PIDP) Grant Pre-Award:

Prior to the December holidays, the required Title VI documents were drafted and submitted to PIDP staff, City Admin and HR for review and comment. Discussions will continue on the necessary content for this package, with briefings scheduled with PIDP staff next week, and subsequent follow up with City Admin/HR. This will then allow the \$11.25M grant agreement to be executed. Upon signature, a project schedule will be identified to bid, award and construct the marine utilities associated with the port expansion. More to come as this moves forward...

Harbor:Inner Harbor CAP 107 Study (Deepen/Widen the Inner Basin):

The USACE has now advised that this project no longer qualifies for a Continuing Authorities Program (CAP) 107 Study path due to construction costs exceeding the \$10M funding cap. The Alaska District is now recommending pursuit of a General Investigation (GI) Study, which was the path used for the port expansion feasibility report. We are working with the project team to determine next steps on this path, along with the local cost-share and proposed schedule.

Snake River Moorage Facility:

Great news!!! After multiple funding applications being submitted to USDOT for this project, the City has finally achieved success in being selected for a \$13.2M award, based on reconsideration of our FY2024 package as a project of merit. See attached award letter dated 10 Jan 2024. (Megan Onders caught the Facebook post by Senator Murkowski on Wed 8 Jan, announcing a total of 6 Alaska project awards – good job Megan!!) More to come on this issue, as we work with RAISE staff on pre-award requirements, and discuss language for the grant agreement.

Port Industrial Pad:West Nome Tank Farm (WNTF) - Property Conveyance:

After multiple reviews by ADEC, state legal staff, and City attorneys, the USAF has finally provided what appears to be the what may be a final draft of the Quitclaim Deed and Environmental Covenants necessary to convey the WNTF property as passed into law in the 2014 NDAA legislation. As the last few edits come together, more info will be made available on the timing for executing these documents.

Thornbush Laydown Site Development (TBS):

Edge Survey completed a topographic survey of the filled and unfilled areas at the TBS property, and submitted the drawings/calculations. We are presently working with the City engineer to determine the best way to approach and fund the development of the remaining 8.5 acres of the 18-acre parcel. This additional laydown property is critically needed for staging of cargo and equipment, along with stockpiling gravel and rock, needed for the port expansion as well as for export to construction projects throughout the region.

Port Rd. Improvements (ADOT Project cost-shared with City):

This state STIP project has been postponed to approximately 2030 to avoid conflicting with the heavier truck traffic during the port expansion, and to facilitate a more productive repair following the project.

FEMA DR4672 Merbok Recover Projects:Cape Nome Jetty Repair:

The most recent email communication with the state indicates the delays with the Obligating Award Document (OAD) have been resolved and the state-supported cost-share is available and should be authorized and shared with the City within the next 10 days. Bid documents for the repair work remain on the street with proposals now due by 3pm on 23 Jan 2025, having been extended based on bidder inquiries/concerns over the holidays. The OAD will be executed prior to contract award with work occurring during the 2025 ice-free season.

Italics reflects information with no change from last report. Additional information is available on request.

**U.S. Department of Transportation**

January 10, 2025

Congratulations! The project below was selected to receive an FY 2025 RAISE grant.

Project Name: Snake River Moorage Facility

Applicant: City of Nome

State: AK: Alaska

RAISE Grant Award Amount: \$13,208,450

Estimated Total Project Costs: \$16,510,562

Project Description: This project will dredge approximately 7 acres, add approximately 1,700 feet of floating dock, and develop a portion of the shoreline to include a bulkhead at the Port of Nome.

All grantees must execute a grant agreement with the USDOT. The FY 2025 grant agreement templates are available for preview and download through this [link](#). Grantees will receive a partially prepopulated draft from the RAISE Program Office within the next month, but are welcome to begin reviewing the template. The Department expects all RAISE funding be obligated no later than September 30, 2029 and expended by September 30, 2034.

The USDOT Operating Administration (e.g. FAA, FHWA, FRA, MARAD, FTA) overseeing your project will contact you in the coming weeks regarding next steps to complete the relevant requirements before executing a grant agreement.

This letter does not authorize the applicant to incur costs to carry out the project. The execution of the grant agreement will obligate RAISE grant funding, making it available to reimburse eligible expenses for the awarded project. Unless authorized by USDOT in writing, any costs incurred prior to that obligation of funds for a project (i.e., "pre-award costs") are ineligible for reimbursement and may be ineligible to count towards non-Federal match requirements. This letter does not authorize pre-award costs to be eligible.

If you have any questions, please contact the RAISE Grants Team at RAISEgrants@dot.gov

Sincerely,

A handwritten signature in black ink that reads "John E. Augustine".

John Augustine

Director, Office of Infrastructure Finance and Innovation
Office of the Secretary



INFORMATIONAL MEMO

TO: Nome Common Council

FROM: Megan Onders, Assistant City Manager for Economic Development

DATE: 1/10/25

RE: Economic Development RFP and Economic Development activities

The City of Nome issued a Request for Proposals (RFP) for economic development consulting services on December 3, 2024, with an addendum to extend the deadline to January 3, 2025. Six responses to the RFPs were received, ranging in price from \$37,650 - \$85,904. Evaluating the qualifications of each individual/firm; compared to price; the Assistant City Manager recommends hiring Stephanie Queen Consulting. Ms. Queen is a former City Manager, and former Director of Economic Development and Planning for the City of Soldotna. Her qualifications are included as an attachment.

The City Council will have to make a budget amendment for this 6-month contract, during its February budget meetings for the \$37,650 contract. The RFP requirements defined a 6-month period for the consultant to work collaboratively with the Nome Common Council and the Assistant City Manager to develop an economic development plan. The consultant will be expected to advise and guide the Assistant City Manager in completion and implementation of an economic development plan. Assuming a budget amendment is approved in February, Ms. Queen could start in the March 3 time frame. Please let Administration know if you would like to schedule Ms. Queen on the City Council agenda for an introduction before the budget is amended.

Economic Development Kick Off

With the hiring of an Assistant City Manager for Economic Development, the City of Nome is organizing a series of round-tables, public meetings, and an Investment Summit. Administration does not expect significant costs connected with these events beyond the use of staff and consultant time. The following gatherings are tentatively planned:

- March 21, 2025 – this roundtable will convene local leaders of corporations, organizations, and entities to share their vision and contributions to the economic development of Nome; as well as convene engineers/project managers from both public and private sectors to share updates on infrastructure projects in advance of the 2025 construction season. This session will allow those managing projects to network, meet and greet and gain situational awareness of construction activity.
- April 18, 2025 – the City of Nome Investment Summit will bring together corporate leaders from across Alaska to share best practices in tourism expansion, workforce development, public infrastructure finance, fisheries export, science logistics support, critical mineral exploration, hospitality services development and military support. This summit will highlight investment potential and opportunities for local and external investment in Nome.



January 2, 2025

City of Nome, Alaska
Attn: City Clerk Daniel Grimmer
Via email at: DGrimmer@nomealaska.org

Subject: Proposal for Economic Development Consulting Services

Dear Mr. Grimmer:

I am happy to share the attached proposal in response to the City of Nome's solicitation for consulting services to develop an economic development strategy. I understand you are seeking a professional with economic development and municipal finance experience, to work with the Administration and City Council in establishing a set of actionable and practical strategies to promote a more thriving local economy. I have significant experience in these areas, have demonstrated my ability to deliver good outcomes at the local government level, and would welcome the opportunity to partner on this project.

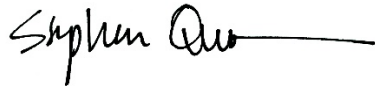
In my former roles as Soldotna City Manager and Director of Economic Development and Planning, I led successful teams and implemented projects of real impact in the community. Economic Development was a specific focus of many of these initiatives, including: developing a façade improvement program for businesses; partnering with the Chamber of Commerce for a summertime live music series and weekly market; assisting entrepreneurs with relocation and expansion plans; and engaging directly with the business community (through surveys, events, and one-on-one discussions) to ensure the City was meeting their needs. I have hands-on experience budgeting for and constructing municipal infrastructure projects which support and promote economic and community growth, and understand a city's role in partnering with community organizations and stakeholders to work together toward a shared vision and outcomes.

After 15+ years working in local government, I founded Stephanie Queen Consulting LLC (SQC) in January 2024 to provide professional planning and consulting services to communities and critical projects around the state. I enjoy working with municipal leaders who are striving to make positive and lasting impacts, and through our work together you can expect informed, thoughtful, and actionable guidance responsive to your community's needs and goals. I have a sincere interest in seeing Alaskan communities thrive, and am committed to ensuring my clients meet their objectives.

The attached proposal further expands on my professional background and experience, and my approach to this project. I have a proven record of planning, financing, and implementing economic development strategies and projects at the local government level, and am excited to bring these skills and experiences to support the City of Nome in your goals.

As the owner of Stephanie Queen Consulting LLC, I am authorized to make representations on behalf of the firm and agree to provide the services requested in the Request for Proposals. I welcome the opportunity to discuss this proposal further, and thank you for your consideration.

Sincerely,



Stephanie Queen
Owner / Principal Consultant

Contact Info: Stephanie Queen Consulting LLC
335 Crows Nest Ct.
Soldotna, AK 99669
Phone: 1-907-953-7701
Fax: N/A
Alaska Business License: #2190867

Enclosures: Proposal Narrative
Fee Proposal
Professional Resume

City of Nome, Alaska
Proposal to Provide Economic Development Consulting Services

A. PROFESSIONAL BACKGROUND

As owner and principal consultant of Stephanie Queen Consulting LLC (SQC), I would be the City's single point of contact for the duration of our engagement.

My career in local government began in 2008, when I was hired as the Soldotna City Planner to lead the city's planning and land use department. My first major project was overseeing the development and implementation of the City's new comprehensive plan, which established priorities and provided the foundation for much of the work we accomplished in the following years. In 2011 my position was reclassified as the 'Director of Economic Development and Planning,' and while I continued to oversee the City's zoning, GIS, and land use functions, my primary focus was in establishing programs and identifying projects which promoted economic growth and community development.

In 2018 I was appointed Soldotna City Manager, a role I served in for more than five years. As City Manager I was responsible for planning, organizing, and directing all municipal operations for the city which has some similarities to Nome¹, including that both act as regional hubs for good and services. In this position I gained valuable experience in municipal budgeting (for both operating and capital) and finance, and delivering large and complex projects. I am familiar with a variety of state, federal, and private foundation funding sources, and have successfully worked to apply for and receive outside funds for various municipal priorities, including:

- Green Infrastructure demonstration project (\$108,307 federal pass-through funding from the Alaska Department of Environmental Conservation);
- Riverfront Redevelopment Planning (\$360,000 from the US Dept. of Commerce, Economic Development Agency);
- Improvements to the Soldotna Wastewater Treatment Plant (\$1.96 million in Congressionally Directed Spending through the Interior and Environment Federal Appropriations Bill);
- Soldotna Community Connections and ADA Improvements (\$1,211,579 from the Alaska DOT+PF, TAP funds); and
- The Soldotna Field House (\$15 million voter-approved General Obligation Bond, \$450,000 Tier 2 Grant from the Rasmuson Foundation, \$1 million in Congressionally Directed Spending through the USDA).

¹ Like Nome, Soldotna was a first class city under Title 29 of the Alaska Statutes for most of its history, until voters approved a citizens initiative for a Home Rule charter in 2016.

I decided to launch a consulting firm in early 2024 so I would have the opportunity to partner with communities around the state, working to overcome challenges and seize opportunities. I have significant experience working with the public, and developing and nurturing effective partnerships with key stakeholders and local organizations. And I understand and respect the role of the city Administration in supporting the Mayor and Council in identifying their shared vision and policy goals, then bringing forward recommendations and implementation strategies to achieve them.

Though my bachelor and master's degrees are in Civil and Environmental Engineering, I have spent the majority of my career in land use planning, economic development, and city administration. I have been certified by the American Institute of Certified Planners (AICP) since 2012, pledging to uphold high standards of practice, ethics, and professional conduct, and to keep my skills sharp and up to date by continuously pursuing advanced professional education. And as a member of the International Economic Development Council (IEDC) from 2013-2018, I have participated in several trainings and seminars on topics including: Business Retention & Expansion; Real Estate Development & Reuse; revitalizing vacant spaces; partnering with local healthcare providers for economic development; and tourism resources and strategies.

I have the resources and capacity to commit to this project, and am excited about the opportunity. Additional details about my background, education, and professional recognition are available on the attached Resume.

B. RELEVANT EXPERIENCE

In both my former municipal roles, I was directly involved in identifying opportunities, developing plans and strategies, and executing projects and programs that promoted economic development. Specific project experience related to the scope of work outlined in the RFP is detailed below:

Downtown Improvements. One of the City of Soldotna's longstanding goals during my tenure was to improve the streetscape of the Sterling Highway and support a more thriving downtown. As Planning Director, I oversaw development and implementation of the city's downtown improvement efforts including:

- creating and administering Soldotna's Storefront Improvement Program, a municipal matching grant for façade improvements that was the first such program in the state;
- implementing new streetscape landscaping and decorative light pole banners; and
- design and construction of highway gateway signage and new park signage.

Through these efforts I learned that physical improvements to the City's 'Main Street' and downtown commercial district – whether in the public right-of-way or through promoting redevelopment of adjacent private property – can be an effective strategy in encouraging continued development and growth. Other communities have taken notice, and Soldotna's storefront improvement program has since been replicated and implemented by the City of Kenai and the City of Kodiak.

Park Programming and Partnerships. Another successful economic development strategy can be to energize city parks and public spaces with arts, music, and culture.

In Soldotna we partnered with Vision Soldotna, a 501(c)(3) related to the Greater Soldotna Area Chamber of Commerce, to provide free live music in Soldotna Creek Park every Wednesday in June, July, and August. The popular event has been running for several years, and is supported in part by the

Mortimer and Mimi Levitt Foundation, a national entity that partners with non-profits to activate underused outdoor spaces and bring people together through the power of free, live music.

The Soldotna Wednesday Market is a private business which runs a weekly vendor market in conjunction with the Levitt Amp concerts. Over the years, the city has supported and provided a location for the market which has grown from just five vendors its first year, to more than 60 food, craft, and service vendors who now attend the market each Wednesday during the summer. Several of these vendors eventually went on to open their own permanent ('brick and mortar') businesses within the City, demonstrating the importance of supporting small, seasonal start-ups who can grow into year-round businesses.

Whether partnering with a local non-profit or for-profit businesses, the City of Nome may consider similar ways to engage community spaces in ways that bring people together, promote arts and culture, and support small locally-owned businesses and entrepreneurs.

Riverfront Redevelopment. The City's early 'downtown improvement' efforts focused on the built environment, but the community had a more ambitious vision of transforming the city's commercial waterfront to create a more walkable, thriving downtown where residents and visitors can gather year-round. As City Manager, I worked with several key staff and oversaw development of the City's successful grant application to the US Department of Commerce Economic Development Agency (EDA), providing \$360,000 for development of a Riverfront Redevelopment Plan. The completed plan was adopted in February 2024, and in July 2024 Stephanie Queen Consulting was contracted by the City to oversee implementation of the plan's high-priority projects and concepts.

While competition for grant funding is high and success is not guaranteed, as part of our engagement I would work with the City Administration to identify potential outside funding sources (like the EDA and private foundations) to support the projects and activities identified in the economic development strategy.

Business Retention and Expansion. To ensure existing Soldotna Businesses had what they needed to grow and thrive, while at the City I developed a 'business climate' survey which identified key issues and opportunities. The survey itself was administered in partnership with the local chamber of commerce, and its results helped inform the City's overall approach to business retention including working to update municipal codes that no longer served the city's policy goals; helping business owners identify property for future expansion needs; and connecting people to existing small business support resources in the community.

In addition to face-to-face meetings, a survey is one way to engage the public early on, in identifying potential focus areas.

Infrastructure to support Economic Development. One additional element of promoting economic development at the local level, is ensuring public infrastructure supports the needs of the community. This includes the municipal assets which promote private development (such as streets, utilities, and public safety), but also quality-of-life amenities such as parks, cultural, and recreational facilities which build community bonds and encourage others to visit and stay.

I have experience planning for, funding, and implementing large capital projects such as the 40,000 square foot Soldotna Field House (currently under construction with a target of opening in August 2026); large playgrounds and regional parks, and trail and pedestrian infrastructure. Part of our engagement in developing an economic development strategy for Nome, will be to assess the City's capacity to fund

capital projects which support its economic development goals, and where possible, identify potential outside funding sources.

Municipal Finance. As a city department head, I was responsible for managing individual projects, administering the annual department budget for Economic Development and Planning, and advising the City Manager on projects and programs which furthered the city's goals and policy objectives. As City Manager, I gained broader experience in public finance as the chief administrative officer responsible for the day-to-day operations of the municipality, developing and presenting the operating and capital budgets, and securing and administering grant funds.

During my tenure, we successfully transitioned the City from an annual to a biennial budget process, resulting in better efficiency in staff resources devoted to preparing for and building the city's operating budget. We also were effective in planning for capital investment through the annual update of the City's 5-year Capital improvement Plan, which allowed the city to prioritize and fund new infrastructure projects but also maintenance and replacement of existing assets.

As previously mentioned, I have experience developing funding strategies for large infrastructure projects that rely on a mix of municipal and outside funding sources. And through previous service on various state-wide boards (including serving as the Vice President of the Alaska Remote Seller Sales Tax Commission from the commission's inception until my departure from local government in 2023), I gained a valuable network of local government finance contacts around the state.

Overall, I feel my background uniquely positions me to advise and support other Alaskan municipal leaders, because I have been in your shoes and understand how to successfully navigate the challenges and opportunities you face. I am a lifelong Alaskan who is passionate about promoting good outcomes for communities, and I believe my skills and experience align well with those sought in the City's RFP. If selected, I would work hard to ensure the City of Nome has a solid plan and set of strategies to guide its economic development activities in the coming years.

C. REFERENCES

The following individuals are familiar with my work in economic development and municipal government, and are available as references:

Cassidi Cameron

Executive Director, Kenai Peninsula Economic Development District (KPEDD)
(907) 283-3335 ext. 3

Shanon Davis

Former Executive Director, Greater Soldotna Area Chamber of Commerce (2018-2023)
(907) 394-0466

Steve Manley

Soldotna Downtown Improvement Plan and
Soldotna Riverfront Redevelopment Plan Advisory Committee Member
(907) 953-7735

D. PROJECT UNDERSTANDING AND APPROACH

As the most populated City in the Bering Strait region and with significant opportunities afforded by its port, harbor, and airport, Nome is well positioned to build on its current status as a supply, service, and transportation hub. I understand the City is seeking a consultant to work collaboratively with the Assistant City Manager, Mayor, and Council to develop a set of strategies that are actionable and practical, leading to improved economic outcomes for the community.

My general approach to this project would be to:

- Review existing data, plans, and policy documents to establish a solid foundation and ensure strategies are relevant, supported, and informed by existing policy;
- Meet with the City Administration, Mayor, and Council to establish and build consensus around a shared vision and set of desired outcomes;
- Engage directly with key stakeholders and organizational partners in the community to gather additional information about opportunities and potential challenges;
- Identify a set of priority focus areas, based on the City's goals and the community's feedback; and
- Build out a short- and medium-term action plan with tasks the City can initiate and accomplish over the next several years, to move the community towards its economic development goals.

I believe that successful economic development – particularly in small communities – is only possible when the local government works collaboratively with community partners including: tribal entities, non-profits, the private sector (land owners, business owners, and developers), and others. I would work with the City to identify and build on existing partnerships for this project, which likely include:

- the Nome Chamber of Commerce and Visitors Bureau;
- Kawerak, Incorporated;
- Norton Sound Economic Development Corporation;
- Norton Sound Health Corporation;
- the University of Alaska and local K-12 schools;
- statewide entities such as RuralCAP and Alaska Housing Finance Corporation; and
- the Alaska Small Business Development Center

Once the Mayor and Council have refined their vision and goals for the project, I would engage with community stakeholders to identify opportunities for programs, projects, or initiatives for the new economic development strategy. Focus areas may include topics such as:

- Tourism marketing and attraction;
- Business retention and expansion;
- Workforce development;
- Downtown 'Main Street' revitalization;
- Entrepreneurial and small business development;
- Municipal infrastructure to promote real estate development and re-use;
- Reviewing City code and procedures related to development; and
- Municipal Infrastructure planning to promote community and private development.

Once individual opportunities are identified, I would work closely with the Assistant City Manager to prioritize, and create specific action plans. The action plans would identify who was primarily responsible for next steps, any operational or potential funding partners, and desired outcomes. Where

budgets can be estimated, this information would also be included to aid the City in planning for new programs and projects in the future.

E. PROPOSED SCOPE OF WORK AND SCHEDULE

C.1 Project Kick-Off and Planning (February 2025)

At the start of the project I would schedule a series of kick-off meetings with the Assistant City Manager to discuss general project management tasks, and also to discuss and verify some key assumptions about the project, schedule, and approach.

We would also begin building out a list of key stakeholder, potential partners, and public involvement opportunities. Depending on the City's preference, this could include a small working group to assist in the development of the plan, the use of a community or business survey, and strategies for engaging people one-on-one.

Deliverable: Public involvement strategy and project schedule/deliverables memo

C.2 Existing Policy / Resource Review (March 2025)

Rather than devote significant budget and resources to data gathering and analysis as part of this scope of work, my plan would be to rely on existing resources and plans to help inform the new economic development strategy. I believe this approach would maximize the value to the City, by focusing our time on identifying opportunities and developing pragmatic, actionable steps the City can take over the next 1-3 years.

Examples of documents and studies to be reviewed at this step include:

- the Bering Strait Comprehensive Economic Development Strategy, 2019-2024 (Kawerak, Inc.);
- Bering Strait Community Needs Assessment (Kawerak, March 2022);
- City of Nome Comprehensive Plan; and
- Other plans or studies identified during the project kick-off phase (C.1).

Deliverable: Summary of existing plan policy goals and objectives

C.3 In-person Site Visit 1 (April 2025)

In April (or on a timeline agreed to with the Assistant City Manager), I would plan my first three-day in-person visit. During this visit, I would meet and continue coordinating with the City Administration, engage with community stakeholders 1-on-1, and conduct a vision and goal-setting work session with Mayor and Council.

Deliverables: Mayor and Council work session presentation and notes, public involvement summary, and draft vision and goals for the Economic Development Strategy

C.4 Develop and Refine Focus Areas and Implementation Strategies (May-June 2025)

In May and June, I would correspond remotely (via email, phone, and videochat) with the Assistant City Manager to refine the focus areas and draft the economic development strategy. Each action item in the

plan will contain sufficient detail so the administration has a clear set of steps to take, ideas about potential funding sources and partners, and how to measure progress of desired outcomes. I can return to Nome for a second in-person visit during this phase of the project, to continue engaging with the Assistant City Manager and key stakeholders as opportunities are identified and the draft plan comes together.

Deliverable: First draft of Economic Development Strategy action plan

C.5 Finalize and Present Plan (July)

After incorporating additional public feedback and direction provided by the Assistant City Manager, I would produce the finished Economic Development Strategy. In July, I would present the final plan and highlight key strategies and recommendations to the Mayor, Council, and community members in another public work session.

Deliverables: work session presentation materials, and final Economic Development Strategy (electronic format: PDF or Microsoft Word)

FEE STRUCTURE AND AVAILABLE RESOURCES

To ensure I am able to provide responsive, timely attention to my clients, I have decided to limit the number of engagements and projects at any given time. Currently, I have capacity to deliver the services described in the RFP and can commit to achieving the scope of work within the desired 6-month timeline.

My fee structure for is based on an hourly rate of: \$150 per hour. Based on the scope of work described in Section E., I propose to perform the requested services for an hourly basis, not-to-exceed \$37,650 (plus reimbursable expenses). This fee proposal is based on the following time estimates for project milestones and deliverables:

Task	Hours	Cost
C.1 Project Kick-Off and Initial Planning	20	\$3,000
C.2 Existing Policy / Resource Review	15	\$2,250
C.3 In-person Site Visit 1	44	\$6,600
C.4 Develop Focus Areas and Implementation Strategies	60	\$9,000
C.5 Finalize and Present Plan	112	\$16,800
Total	251	\$37,650

In addition to the fees outlined above, I would request reimbursement for reasonable and normal travel expenses associated with three in-person visits during the project. Those expenses would be reimbursed at cost (as approved by the City Manager or Assistant City Manager), and are estimated below.

	Each	Total (3 trips)
Roundtrip airfare Kenai-Anchorage	\$300	\$900
Roundtrip airfare Anchorage-Nome	\$400	\$1,200
Lodging in Nome (2 nights)	\$400	\$1,200
Estimate		\$3,300



Stephanie Queen, AICP

Email: StephanieQueenConsulting@gmail.com

Web: www.StephanieQueenConsulting.com

Cell: 1.907.953.7701

EDUCATION

Cornell University | Ithaca, New York

- Master of Engineering, Civil and Environmental Engineering (2006)
- Bachelor of Science, Civil and Environmental Engineering (2004)

Fulbright Scholar | Istanbul, Turkey

- Studying the economics of earthquake risk mitigation (2007)

PROFESSIONAL RECOGNITION

Alaska Municipal League

- Excellence in Local Government, Economic + Work Environment (Soldotna Recruitment + Retention Strategies, 2023)
- Emerging Municipal Leader of the Year (2022)

Greater Soldotna Area Chamber of Commerce

- Excellence in Profession Award (2022)
- Government and Civic Affairs Award (2017)

Alaska Chapter of the American Planning Association

- Comprehensive Plan of the Year ('Envision Soldotna 2030', 2013)
- Best Practices Award (Soldotna Storefront Improvement Program, 2012)

WORK EXPERIENCE

Principal / Owner (Jan. 2024 to present)

Stephanie Queen Consulting | Soldotna, Alaska

Providing strategic support to Alaskan municipalities and critical infrastructure projects. Specializing in Public Engagement, Local Government Administration, Project Planning and Coordination, Land Use, and Economic Development.

City Manager (2018-2023)

City of Soldotna | Soldotna, Alaska

Chief Administrative officer, responsible for planning, organizing, and directing all municipal operations for the City of Soldotna. Directly managed 10 Department Directors, with a city staff that varied seasonally from approximately 70 to 100 employees. Responsible for tracking and implementing annual operating and capital budget exceeding \$18 million (FY23).

Director of Economic Development + Planning Dept. (2008-2018)

City of Soldotna | Soldotna, Alaska

Managed all functions of the Planning/Economic Development Department, including: permitting, geographic information systems (GIS), short- and long-range planning, code enforcement and updates, municipal land management, and economic development.

Civil Engineering Planner (2007-2008)

DOWL Engineers | Anchorage, Alaska

Prepared applications and obtained entitlements from the Municipality of Anchorage for a range of commercial and institutional development projects.

Join us Friday, April 18, 2025 for a summit to highlight investment opportunities in Nome, Alaska. The Arctic is at a geopolitical crossroad, and Nome on the forefront.

Save the Date April 18, 2025



City of Nome Investment Summit

- tourism expansion
- workforce development
- public infrastructure
- fisheries export
- science logistics
- critical minerals
- hospitality development
- military support



MEMORANDUM

DATE: January 9, 2025
TO: Daniel Grimmer
Interim City Manager

FROM: Brooks Chandler
SUBJECT: *Public Relations Services RFP*

I recommend 2 of the 3 responses to the Public Relations Services Request for Proposals be submitted to the City Council in executive session for their consideration. This memorandum explains my thinking and approach to improving the timeliness and quality of the City of Nome's communication with the public.

Background- Shortly after I arrived in Nome Mayor Handeland told me the City Council was interested in improving communication with the public especially with regard to activities of the Nome Police Department. I spoke with Council members Henderson and Miller to better understand needs and objectives. Council member Miller suggested hiring a part time city employee. Council member Henderson suggested contracting with a firm that regularly provides such services. The goals were identical- 1) Increase the ability of the City to provide the public with accurate and timely information on an ongoing basis; and 2) improve the ability of the City to counter misinformation and inaccurate rumors put out on social media.

Approach- When evaluating applicants for the long vacant Assistant City Manager position I concluded that Megan Onders had the potential to fulfill a role as the City's Public Information Officer. I spoke to her about this during the interview process. She was willing and had some limited experience in communicating with the public through hosting a radio show/podcast on KNOM. I determined the optimal approach for the City of Nome to fulfilling the goal of improving public communication would involve modifying the job description of the assistant city manager position to include PIO responsibility and then hiring a public relations firm. The firm could help formulate the policies and procedures for a sound approach and train/mentor Ms. Onders in her PIO role. I envisioned a 6-12 month contract. At the end of the contract



the council and administration could decide whether the assistant city manager was equipped to “fly solo” or perhaps arrange for a more limited ongoing contract for public relations support,

Process- The HR Director helped modify the job description for the assistant city manager position to include PIO responsibilities. Ms. Onders began work on December 9 under a one year employment agreement. On December 13 an RFP for public relations services was issued. The RFP was posted on the City web site and advertised for two weeks in the Nome Nugget. Responses were due by January 6. The RFP described the required services as:

The consultant will help develop core strategies for public relations capable of being implemented by the assistant city manager with the support of the selected professional. Once broad strategies have been developed the consultant will prepare or review information to be disseminated to the public with the Assistant City Manager. These services will be provided as requested subject to an annual budget approved by the Nome City Council.

Responses- 3 Responses were received. 2 from Alaska based firms and 1 from a firm based in New York City. It is impractical to use a firm 4 time zones away for these services. Both Alaska firms appear well qualified.

Evaluation Recommendation- The RFP envisioned an evaluation process weighted 60% on experience and 40% on price. In my opinion given the City Council’s interest the proposals from the 2 Alaska firms should be reviewed in executive session (this type of review implicates the reputation of each firm and therefore is a proper subject for executive session discussion). Following that review the Council would take one of the following actions after reconvening in public session:

1. Direct administration to negotiate a contract with one of the two Alaska firms; or.
2. Direct administration to schedule zoom interviews between each of the firms and Council during a future work session or regular meeting.
3. Direct administration to readvertise.

Cost- Cedar Group estimated a \$50-60,000 expense over a 12 month period. Thompson & Co. has a minimum \$5,000 per month and quoted hourly rates. If the City contracted with Thompson on a “not to exceed” basis the \$60,000 expense level would also be reached in 12 months. Adding this expense most likely would require a budget revision. You need to check with the Finance Director about funding options for the remainder of this fiscal year.