



FAIRBANKS CITY COUNCIL
REGULAR MEETING MINUTES, AUGUST 8, 2022
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA

The City Council convened at 6:30 p.m. on the above date to conduct a Regular Meeting of the Fairbanks City Council via Zoom webinar and at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Mayor Jim Matherly presiding and with the following Council Members in attendance:

Council Members Present: Jerry Cleworth, Seat A
 June Rogers, Seat B
 Valerie Therrien, Seat C
 Aaron Gibson, Seat D
 Lonny Marney, Seat E
 Jim Clark, Seat F

Absent: None

Also Present: Margarita Bell, Chief Financial Officer (remotely)
 D. Danyielle Snider, City Clerk
 Paul Ewers, City Attorney
 Michael Sanders, Chief of Staff
 Ron Dupee, Police Chief
 Rick Sweet, Deputy Police Chief
 Teal Soden, Communications Director (remotely)
 Scott Raygor, Fire Chief
 Clem Clooten, Building Official (remotely)
 Jeff Jacobson, Public Works Director (remotely)
 Timothy Ledna, Housing & Homeless Coordinator

INVOCATION

The Invocation was given by City Clerk Danyielle Snider.

FLAG SALUTATION

At the request of **Mayor Matherly, Mr. Cleworth** lead the Flag Salutation.

CITIZENS' COMMENTS

Victor Buberger, Fairbanks – V. Buberger spoke to the pothole issues within the City, adding that the City should find more funds, perhaps from the State, to fix the potholes before winter arrives. He went on to ask about the City's true intentions with the Polaris Building, inferring that the City was reluctant to share its plans with the public. He spoke to the past plans by Explore Fairbanks to build a convention center and spoke against it, adding that a casino would be a better investment.

Hearing no more requests for in-person comment, individuals on Zoom were heard next.

Helenmarie Matesi, Fairbanks – H. Matesi gave a land acknowledgment.

Hearing no more requests for comment, **Mayor Matherly** declared Citizens' Comments closed.

APPROVAL OF AGENDA AND CONSENT AGENDA

Ms. Therrien, seconded by **Mr. Gibson**, moved to APPROVE the Agenda and Consent Agenda.

Mr. Gibson pulled item 12(a), Resolution No. 5024, from the Consent Agenda.

Mr. Marney pulled item 12(b), Resolution No. 5025, from the Consent Agenda.

Mayor Matherly called for objection to the APPROVAL of the Agenda, as Amended and, hearing none, so ORDERED.

City Clerk Snider read the Consent Agenda, as Amended, into the record.

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

a) Regular Meeting Minutes of July 11, 2022

APPROVED on the CONSENT AGENDA

b) Regular Meeting Minutes of July 25, 2022

APPROVED on the CONSENT AGENDA

SPECIAL ORDERS

a) The Fairbanks City Council heard interested citizens concerned with the following Liquor License Application for Renewal:

Lic. #	DBA	License Type	Licensee	Address
4720	Gallantino's Family Restaurant	Beverage Dispensary	Gallantino's, Inc.	1446 S Cushman Street

Mr. Marney, seconded by **Ms. Therrien**, moved to WAIVE PROTEST on the Liquor License Application for Renewal.

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

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

YEAS: Marney, Cleworth, Clark, Gibson, Rogers, Therrien

NAYS: None

Mayor Matherly declared the MOTION CARRIED.

MAYOR'S COMMENTS AND REPORT

Mayor Matherly shared that he went to the Tanana Valley State Fair, and it appeared to have been a success. He went on to speak to the reclamation of the Chena Recreation Area, clarifying that it was a State-owned park and that the City is only assisting in the cleanup efforts. **Mayor Matherly** shared that most of the local schools would start the following week. He acknowledged the long weekend hours that the FPD worked with a recent double homicide. He reiterated that the City did not have any plans to develop the land where the Polaris Building still stood. He shared that he had been asked to speak at the funeral of Russel Longnecker, adding that it had been a very nice gathering.

a) Special Report – I.T. Update, Mike Sanders

Chief of Staff Mike Sanders shared that the IT department falls under his responsibilities and spoke to the efficiencies that contracting with Ampersand (aka AlasConnect) has brought to the role of the IT Manager. He shared that the Fairbanks Emergency Communications Center (FECC) is a very IT-heavy department, adding that the City may want to look into a dedicated IT position in the future. He stated that his weaknesses are the limited amount of time he can dedicate to IT-related items and his high dependency on vendors. He spoke to some of the projects in progress for upgrades throughout the City. He went on to review the IT budget and highlight some of the opportunities for savings.

Mayor Matherly noted that IT costs and services are continually increasing and recommended that the Council and the future Mayor consider adding an IT Director position to the budget.

Mr. Cleworth asked if the City was still operating on the Munis system and how that system is to work with. COS Sanders confirmed that Munis is still in use, adding that the current version is not very user-friendly, but the upcoming update is said to be better.

Mr. Gibson asked if there was an opportunity to partner with the Fairbanks North Star Borough (FNSB) on geographic information system (GIS) services. COS Sanders clarified that the City does work with the Borough for much of it, adding that the current issue is simply getting all the components on the same program or system. **Mr. Gibson** asked for clarification regarding Microsoft licensing and the use of Microsoft teams, and COS Sanders stated that the City now has the 365 licensing.

COUNCIL MEMBERS' COMMENTS

Mr. Gibson stated he had no comments.

Mr. Marney reserved his comments for later in the meeting.

Mr. Clark shared that he had attended the fair with this family, adding that all of his girls had submitted entries that won blue ribbons.

Ms. Therrien spoke to V. Buberger's accusation that Council members would financially benefit from the Polaris Building project, clarifying that no one on the Council holds a financial interest in the building.

Ms. Rogers thanked COS Sanders for his report and for the work he had accomplished since becoming COS. She stated that she has been very impressed with the City's IT services and the help she has received. She asked about the proposed upgrades to the City Council Chambers; City Clerk Snider stated that the current video setup had been installed as temporary fix to allow for virtual meetings during COVID, but it is not sustainable long-term. She added that the upgrades would accommodate the Council's desire to continue remote participation. **Ms. Rogers** invited everyone to participate in the upcoming "Police in the Plaza with Pizza" event. She shared about the passing of a close friend, Joe Usibelli, and the legacy he left behind.

Mr. Cleworth thanked COS Sanders for his report and recollected when the City first switched to laptop computers with the notion that it would save money. He stated that the savings has never really materialized with the increase of licensing and program fees. He asked that the Public Works Director be allotted time at the next Council meeting to give an update on pothole repair.

UNFINISHED BUSINESS

- a) Ordinance No. 6213 – An Ordinance Amending the Terms and Conditions of the Employee Capital Incentive Program (ECIP). Introduced by Council Member Cleworth. SECOND READING AND PUBLIC HEARING.

Mr. Cleworth, seconded by **Mr. Marney**, moved to ADOPT Ordinance No. 6213.

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

Mr. Cleworth explained the proposed changes to the original ECIP plan, reiterating that he was not a fan of the original language. He added that the original program had been written too broadly in respect to percentages and eligibility. He noted that the proposed ordinance would simplify the payroll process, and he referenced the Chief Financial Officer's (CFO) report from the previous Finance Committee Meeting.

Ms. Rogers raised the question of a potential conflict of interest for herself in regard to the ordinance. City Attorney Paul Ewers stated that, out of caution, it would be appropriate to disclose the potential conflict so that the Chair could rule on the matter.

Mayor Matherly stated he did not see a conflict as the program would apply to all City employees. He asked Council members if they had any concerns.

Mr. Clark recalled that Ms. Rogers had not voted on the issue in the past, but he did not have any concerns.

Mayor Matherly ruled that there was not a conflict of interest for Ms. Rogers in regard to Ordinance No. 6213. He called for an objection to that ruling and, hearing none, stated that Ms. Rogers could vote on the issue.

Mr. Marney asked if the set 10% would continue until the end of the program instead of being flexible. **Mr. Cleworth** confirmed that it would be permanent.

Mr. Gibson spoke in favor of the ordinance, adding that it would benefit the departments affected by staff shortages rather than all departments that fall within the same union.

Ms. Therrien felt that the percentage should remain flexible based on the department's budget.

Mr. Cleworth shared that the original ordinance had been based on the amended budget, and his proposal would be based on the originally adopted budget for the department. He added that he is not a fan of the ECIP and felt that bonuses should be given when warranted, outside of collective bargaining agreements (CBA). He felt that the ECIP should be a firm number that the Council can support, and the employees know what to expect. He commented that salary savings would be better used as capital funds. **Mr. Cleworth** clarified that the changes in the ordinance are to simplify the ECIP accounting process.

Ms. Rogers spoke in favor of keeping a flexible percentage rate.

Mr. Cleworth stated that the Council can either eliminate or change the percentage in the future.

Ms. Rogers stated it would have been nice to hear from the HR Director. CFO Bell stated that she could not recall any concerns expressed by HR Director Angela Foster-Snow during the Finance Committee meeting.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADOPT ORDINANCE NO. 6213 AS FOLLOWS:

YEAS: Rogers, Marney, Therrien, Clark, Gibson, Cleworth

NAYS: None

Mayor Matherly declared the MOTION CARRIED and Ordinance No. 6213 ADOPTED.

- b) Ordinance No. 6214 – An Ordinance to Present to the Qualified Voters of the City of Fairbanks the Question of Amending Section 6.5 of the City Charter to Remove the “Cap Within the Cap” and to Present to the Qualified Voters of the City of Fairbanks the Question of Increasing the Residential Property Tax Exemption from \$20,000 to \$50,000, Effective Upon Voter Approval of Propositions A and B, as Proposed in This Ordinance. Introduced by Mayor Matherly and All City Council Members. SECOND READING AND PUBLIC HEARING.

Mr. Clark, seconded by **Mr. Gibson**, moved to ADOPT Ordinance No. 6214.

City Clerk Snider advised that the language in the question regarding new text be removed to eliminate voter confusion as there is no new text being proposed for Section 6.5.

Mayor Matherly called for objection to allowing the Clerk to make the clerical change, and, hearing none, so ORDERED.

Mayor Matherly called for testimony.

Sue Sprinkle, Fairbanks – S. Sprinkle spoke in favor of the ordinance, adding that it would provide a great opportunity for the City to fund some of the things lacking in the community. She added that it was past time that the question was brought to the voters and that it would provide a fairer approach at funding the public's needs.

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

Mr. Cleworth thanked the Council for its work on the ordinance, as well as the Finance, Legal and Clerk's departments for their input and direction. He noted that the concept is a difficult one to explain with only a few words and that it took a lot of time and subtle changes to get the ordinance to where it is now. He made clear that this would not be a great revenue generating tool and that the increase in taxes would not likely be substantial; he stated that it will assure that the City does not leave funds unclaimed. **Mr. Cleworth** invited questions on the propositions and complimented Mr. Gibson for proposing the property exemption piece, which he believes is a valuable addition.

Ms. Rogers thanked the Council and Mr. Cleworth for taking the time to understand the topic.

Ms. Therrien noted that the State allows for a \$75,000 maximum exemption but felt that the Council's decision to limit the exemption to \$50,000 was a good idea.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADOPT ORDINANCE NO. 6214 AS FOLLOWS:

YEAS: Gibson, Cleworth, Clark, Marney, Therrien, Rogers

NAYS: None

Mayor Matherly declared the MOTION CARRIED and Ordinance No. 6214 ADOPTED.

- c) Ordinance No. 6215 – An Ordinance Amending the Fairbanks Police Department Incentive Bonus Program. Introduced by Mayor Matherly. SECOND READING AND PUBLIC HEARING.

Ms. Therrien, seconded by **Mr. Marney**, moved to ADOPT Ordinance No. 6215.

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

Mr. Cleworth spoke to the attachment to the ordinance and stated that the period of time from when an officer separates from the City and becomes eligible for the \$20,000 lateral hire bonus should be greater than 12 months.

Mr. Cleworth, seconded by **Mr. Clark**, moved to AMEND the first “whereas” statement in the attachment to Ordinance No. 6215 by increasing the 12-month requirement to 24 months.

Mayor Matherly shared that he did not have any concerns over the 12-month restriction.

Mr. Gibson spoke in favor of the amendment, adding that a two-year absence would likely bring many changes and ideas back to the FPD.

Ms. Rogers stated she did not feel that the increased time frame was necessary, adding that the department head should be trusted in the hiring process.

Ms. Therrien spoke against the amendment noting that it would make recruitment more difficult.

Mr. Cleworth clarified that he would encourage officers to return to employment with the City within a shorter period but felt that they should not be eligible for a \$20,000 bonus without a longer break in employment.

Mr. Clark spoke in favor of the amendment, adding that it was a fair requirement.

Mr. Marney asked Police Chief Dupee if the extension would be detrimental to recruitment; Chief Dupee replied that he could not be sure but felt that it would make it more difficult to bring trained officers back to the City. He suggested language to limit the bonus to a one-time payout to avoid the possibility of abuse of the program.

Ms. Rogers spoke in favor of a one-time payout.

Ms. Therrien expressed her disappointment at the Council’s concerns that an officer would try to trick the City into providing them with multiple bonuses. She stated that such a notion is disrespectful to potential employees.

Mr. Cleworth added his support of a one-time bonus and suggested the ordinance be postponed so that the language could be added. He asked Chief Dupee for his preference, and Chief Dupee stated that he would prefer the one-time payout be added and the time restriction be removed.

Mr. Cleworth moved to withdraw his motion to amend; however, the second, Mr. Clark did not concur.

Mr. Clark expressed concern about the direction of the motion, adding that the one-time payout had more potential to hurt prospective employees than a 24-month restriction.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AMEND THE FIRST “WHEREAS” STATEMENT IN THE ATTACHMENT TO ORDINANCE NO. 6215 BY INCREASING THE 12-MONTH REQUIREMENT TO 24 MONTHS AS FOLLOWS:

YEAS: Cleworth, Clark, Gibson
NAYS: Therrien, Marney, Rogers, Matherly
Mayor Matherly declared the MOTION FAILED.

Mr. Cleworth, seconded by **Mr. Gibson**, moved to POSTPONE Ordinance No. 6215 to the Regular City Council Meeting of August 22, 2022.

Ms. Therrien inquired as to whether there were any current applications that postponement may affect; Chief Dupee stated there were no conflicting applications currently.

Mr. Clark asked if the postponement could be extended to the first meeting in September. Chief Dupee indicated that the extra time would not be an issue. The maker of the motion concurred with the postponement date change.

Ms. Therrien spoke against postponement.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO POSTPONE ORDINANCE NO. 6215 TO THE REGULAR CITY COUNCIL MEETING ON SEPTEMBER 12, 2022 AS FOLLOWS:

YEAS: Cleworth, Clark, Gibson
NAYS: Marney, Rogers, Therrien, Matherly
Mayor Matherly declared the MOTION FAILED.

Mr. Cleworth asked if Ms. Rogers would be in favor of limiting the bonus to a one-time payout; **Ms. Rogers** indicated that she would.

Mr. Cleworth, seconded by **Mr. Gibson**, moved to AMEND Ordinance No. 6215 by adding a third “whereas” statement to the agreement to read, “only one bonus will be paid out per person.”

Mr. Gibson asked whether voting the ordinance down would impact the current program.

Mr. Cleworth inquired about the expiration of the existing program. COS Sanders stated that the current program will December 31, 2022; he explained that Ordinance No. 6215 was brought forward to bring the program in line with past practices. He added that there was additional language added to disqualify employees who had duties relating to recruitment.

City Attorney Ewers further explained that the current program differs from what the City is doing and indicated that there are other parts of the contract that had been corrected.

Ms. Therrien asked if it would be better to put the restrictions within the contract rather than in the ordinance. CA Ewers agreed that it would be a better practice to put the amendment within the agreement, but stated that the “whereas” statement would effectively establish eligibility.

Mr. Cleworth, with concurrence of the second, WITHDREW his motion to AMEND Ordinance No. 6215 by adding a third “whereas” statement to the agreement to read, “only one bonus will be paid out per person.”

Ms. Therrien, seconded by **Mr. Gibson**, moved to POSTPONE Ordinance No. 6215 to the Regular City Council Meeting of September 12, 2022.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO POSTPONE ORDINANCE NO. 6215 TO THE REGULAR CITY COUNCIL MEETING OF SEPTEMBER 12, 2022 AS FOLLOWS:

YEAS: Clark, Rogers, Cleworth, Marney, Therrien, Gibson

NAYS: None.

Mayor Matherly declared the MOTION CARRIED.

- d) Ordinance No. 6216 – An Ordinance Amending the PSEA – City of Fairbanks Collective Bargaining Agreement to Add an Additional Work Schedule Option. Introduced by Mayor Matherly. SECOND READING AND PUBLIC HEARING.

Mr. Cleworth, seconded by **Mr. Marney**, moved to ADOPT Ordinance No. 6216.

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

Ms. Therrien asked if the additional schedule would assist in recruitment and retention; Chief Dupee stated that he hoped it would.

Mr. Cleworth asked if the previously approved schedules could be implemented in the future without risking grievances. Chief Dupee confirmed that there would be three shift options, dictated by the administration. He added that the current CBA allows for a combination of any or all schedules to be implemented at any time. **Mr. Cleworth** asked about the cost to change to the new schedule, indicating that the current salary savings would cover the overtime created in this type of schedule. Chief Dupee confirmed, adding that a fully staffed department would likely prefer 10-hour shifts, but this will help until staffing is up to par.

Ms. Rogers thanked Chief Dupee for bringing forward solutions to make the department better, adding that she was glad to hear he was hopeful regarding the retention of valuable employees.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADOPT ORDINANCE NO. 6216 AS FOLLOWS:

YEAS: Therrien, Clark, Cleworth, Gibson, Marney, Rogers

NAYS: None

Mayor Matherly declared the MOTION CARRIED and Ordinance No. 6216 ADOPTED.

NEW BUSINESS

- a) Resolution No. 5024 – A Resolution Authorizing the City of Fairbanks to Accept Funds from the Environmental Protection Agency to Demolish the Polaris Building. Introduced by Mayor Matherly.

Mr. Gibson, seconded by **Mr. Clark**, moved to APPROVE Resolution No. 5024.

Mr. Gibson acknowledged the process in demolishing the Polaris Building and the monumental step in the right direction that Resolution No. 5024 represented.

Ms. Rogers shared that she had been with the Polaris Workgroup from the beginning.

Mayor Matherly stated he was grateful to see the funds come in and have the work begin.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE RESOLUTION NO. 5024 AS FOLLOWS:

YEAS: Marney, Therrien, Rogers, Cleworth, Gibson, Clark

NAYS: None.

Mayor Matherly declared the MOTION CARRIED and Resolution No. 5024 APPROVED.

- b) Resolution No. 5025 – A Resolution Awarding a Contract to RWC Group to Provide Two Packer Trucks in the Amount of \$593,659. Introduced by Mayor Matherly.

Mr. Marney, seconded by **Ms. Therrien**, moved to APPROVE Resolution No. 5025.

Mr. Marney expressed concerns about the timing of the purchase, adding that there were many unknown variables that could affect the future budgets and revenues of the City.

Mr. Cleworth explained that while the City is not allowed to dedicate funds per State statute, but this type of purchase would come very close to doing just that. He added that the purchase is necessary as outlined in the ordinance and promises citizens that their services will continue. He expressed appreciation for Mr. Marney's concern but felt that these funds should be considered differently when compared to other revenues.

Ms. Therrien expressed support for the resolution, adding that the Public Works Director indicated that the cost associated with the trucks was much less than he had originally anticipated.

Mr. Rogers acknowledged the recent increase in garbage service fees to help cover these types of expenses, adding that the Public Works Department has been very forthcoming with information to the Council; she stated she felt the Director's recommendation should be trusted.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE RESOLUTION NO. 5025 AS FOLLOWS:

YEAS: Rogers, Cleworth, Therrien, Clark, Gibson

NAYS: Marney

Mayor Matherly declared the MOTION CARRIED and Resolution No. 5025 APPROVED.

- c) Ordinance No. 6217 – An Ordinance Amending the Public Safety Employees Association/City of Fairbanks Collective Bargaining Agreement to Add Public Safety Assistant Positions. Introduced by Mayor Matherly.

ADVANCED on the CONSENT AGENDA.

WRITTEN COMMUNICATIONS TO THE CITY COUNCIL

- a) Reappointments to the Clay Street Cemetery Commission

APPROVED on the CONSENT AGENDA.

- b) Recommendation for Appointment to the FNSB Planning Commission

APPROVED on the CONSENT AGENDA.

- c) Permanent Fund Review Board Meeting Minutes of April 20, 2022

ACCEPTED on the CONSENT AGENDA

COUNCIL MEMBERS' COMMENTS & COMMITTEE REPORTS

With no objection from the Council, Members' Comments and Committee Reports were combined.

Mr. Cleworth mentioned the idea of a Constitutional Convention and the recommendation that if one were to occur, the City should consider an amendment to allow municipalities to dedicate funds for a certain purpose. He added that currently the City can declare intent for funds, but it does not guarantee those funds will be available for the intended purpose when needed.

Ms. Rogers shared that she attended the Opioid Task Force meeting the prior week, adding that it has remained a very active committee with many educational presentations. She mentioned the "Pizza in the Plaza" event and shared that she would attend the Fairbanks Diversity Council (FDC) meeting the following evening.

Ms. Therrien recognized the City Clerk's Office for being up-to-date on meeting minutes and gave a report on the City's Permanent Fund Review Board Committee. She noted that the City is currently losing funds with the recent recession, but Alaska Permanent Capital Management (APCM), the portfolio managers, indicated that this is a normal part of the cycle and that there were signs of improvement for the next quarter. She went on to explain that by recently diversifying the portfolio to include commodities, the Permanent Fund was not hit as hard as it might have been. **Ms. Therrien** thanked H. Matesi for providing a land acknowledgement. She was sorry that she could not attend the "Pizza in the Plaza" event, adding that she would be in Sitka for the Alaska Municipal League (AML) summer meeting.

Mr. Cleworth asked about commodities; **Ms. Therrien** explained that the diversification had been helpful for the portfolio. CFO Bell gave a more detailed explanation regarding the commodities and alternative investments. **Ms. Rogers** recalled the previous discussion on broadening investment options for the Permanent Fund. **Ms. Therrien** shared that the alternatives make up 21% of the portfolio.

Mayor Matherly left the meeting at 8:36 p.m., and Mr. Cleworth presided as mayor pro tempore.

Mr. Clark stated he had no comments.

Mr. Marney reminded everyone of the upcoming State election on August 16, 2022.

Mr. Gibson requested to be excused from the Regular City Council Meeting of August 22, 2022.

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

Mr. Gibson thanked COS Sanders for his IT update and spoke in favor of adding an IT Director position at the City. He spoke to the hidden cost savings with the implementation of properly used technology and asked COS Sanders to research fiber costs; he added that the current rate seemed high. **Mr. Gibson** stated that hockey season had begun and that he would be spending the next seven days at the hockey rink. He expressed his hope that CA Ewers remained uninjured this season.

ADJOURNMENT

Mr. Gibson, seconded by **Mr. Clark**, moved to ADJOURN the meeting.

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

Mayor pro tem Cleworth declared the meeting adjourned at 8:41 p.m.



JIM MATHERLY, MAYOR

ATTEST:



D. DANYIELLE SNIDER, MMC, CITY CLERK

Transcribed by: RR