



FAIRBANKS CITY COUNCIL  
AGENDA NO. 2022-22  
**REGULAR MEETING – NOVEMBER 14, 2022**  
MEETING WILL BE HELD VIA [ZOOM WEBINAR](#) AND AT  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA

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WORK SESSIONS

- 5:15 p.m. – FEDC Annual Presentation/Report  
5:50 p.m. – Explore Fairbanks Annual Presentation/Report
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REGULAR MEETING  
6:30 p.m.

1. ROLL CALL
2. INVOCATION
3. FLAG SALUTATION
4. CEREMONIAL MATTERS (Proclamations, Introductions, Recognitions, Awards)
5. CITIZENS' COMMENTS, oral communications to the City Council on any item not up for public hearing. Testimony is limited to three minutes, and the comment period will end no later than 7:30 p.m. Any person wishing to speak needs to complete the register located in the hallway. Respectful standards of decorum and courtesy should be observed by all speakers. Remarks should be directed to the City Council as a body rather than to any particular Council Member or member of the staff. In consideration of others, please silence all cell phones and electronic devices.

NOTE: The Mayor, Council Members, and the public may participate remotely at City Council meetings. Citizens may provide testimony via Zoom webinar if registered to do so in advance of the meeting (the three-minute time limit applies to all forms of public testimony); however, in-person testimony will be given preference. Masking is not required in City Council Chambers, but masks are available to attendees.

6. APPROVAL OF AGENDA AND CONSENT AGENDA

Approval of Consent Agenda passes all routine items indicated by an asterisk (\*). Consent Agenda items are not considered separately unless a Council Member so requests. In the event of such a request, the item is returned to the General Agenda.

7. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

\*a) Regular Meeting Minutes of October 24, 2022

8. SPECIAL ORDERS

9. MAYOR'S COMMENTS AND REPORT

a) Special Reports

10. COUNCIL MEMBERS' COMMENTS

11. UNFINISHED BUSINESS

a) Ordinance No. 6222 – An Ordinance Amending the Public Safety Employees Association/City of Fairbanks Collective Bargaining Agreement to Address Critical Staffing Levels at the Fairbanks Emergency Communications Center. Introduced by Mayor Pruhs. SECOND READING AND PUBLIC HEARING.

\*b) Ordinance No. 6221 – An Ordinance Amending the Collective Bargaining Agreement Between the City of Fairbanks and the Fairbanks Firefighters Union IAFF Local 1324 (FFU) to Change the Staffing Levels and Amending the 2022 Operating Budget. Introduced by former Mayor Matherly. First Reading was POSTPONED from the Regular Meeting of October 10, 2022.

12. NEW BUSINESS

\*a) Resolution No. 5034 – A Resolution Authorizing the City of Fairbanks to Participate in the FFY2022 Community Development Block Grant (CDBG) Program. Introduced by Mayor Pruhs.

\*b) Resolution No. 5035 – A Resolution Authorizing the Acquisition of Real Property Located at 109 5th Avenue. Introduced by Mayor Pruhs.

- \*c) Resolution No. 5036 – A Resolution Stating the City of Fairbanks Legislative and Capital Priorities for 2023. Introduced by Mayor Pruhs.
- \*d) Resolution No. 5037 – A Resolution Adopting a City of Fairbanks Diversity Action Plan. Introduced by Mayor Pruhs.
- \*e) Ordinance No. 6223 – An Ordinance Amending Fairbanks General Code Chapter 74, Article V, Room Rental Tax, to Change the Allocations to Golden Heart Plaza/Barnette’s Landing and Discretionary Grants. Introduced by Council Member Marney.
- \*f) Ordinance No. 6224 – An Ordinance Amending FGC Sec. 22-25(f) Regarding Procedure for Determining the Winner of a Tie Vote in City Elections. Introduced by Mayor Pruhs.
- \*g) Ordinance No. 6225 – An Ordinance Amending the 2022 Operating and Capital Budgets for the Fourth Time. Introduced by Mayor Pruhs.

13. DISCUSSION ITEMS (Information and Reports)

- a) Committee Reports
- b) 2022-2023 Committee Assignments

14. WRITTEN COMMUNICATIONS TO THE CITY COUNCIL

- \*a) Memorandum Regarding Fire Department Clerk Promotion
- \*b) Approval of the 2023 City Council Meeting Schedule
- \*c) Reappointment to the Permanent Fund Review Board
- \*d) Reappointments to the Chena Riverfront Commission
- \*e) Recommendation for Reappointment to the FNSB Planning Commission
- \*f) Discretionary Fund Committee Meeting Minutes of January 19, 2022
- \*g) Clay Street Cemetery Commission Meeting Minutes of September 7, 2022
- \*h) Clay Street Cemetery Commission Meeting Minutes of October 5, 2022
- \*i) Chena Riverfront Commission Meeting Minutes of September 28, 2022

15. COUNCIL MEMBERS' COMMENTS
16. CITY CLERK'S REPORT
17. CITY ATTORNEY'S REPORT
18. EXECUTIVE SESSION
  - a) Thompson v. City of Fairbanks Mediation Strategy
  - b) AFL-CIO Labor Negotiation Strategy
19. ADJOURNMENT



FAIRBANKS CITY COUNCIL  
REGULAR MEETING MINUTES, OCTOBER 24, 2022  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA

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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  
John Ringstad, Seat F (remotely)

David Pruhs, Mayor Elect  
Sue Sprinkle, Seat C Elect  
Crystal Tidwell, Seat D Elect

Absent: None

Also Present: Margarita Bell, Chief Financial Officer (remotely)  
D. Danyielle Snider, City Clerk  
Paul Ewers, City Attorney  
Michael Sanders, Chief of Staff  
Kristi Merideth, FECC Manager (remotely)  
Angela Foster-Snow, HR Director  
Ron Dupee, Police Chief  
Teal Soden, FPD (remotely)  
Scott Raygor, Fire Chief  
Andrew Coccaro, Assistant Fire Chief  
Clem Clouten, Building Official  
Ana Gomez Rodriguez, Finance (remotely)  
Brenda McFarlane, Crisis Now Coordinator

### **INVOCATION**

The Invocation was given by City Clerk Danyielle Snider.

### **FLAG SALUTATION**

Mayor Matherly lead the Flag Salutation.

### **CITIZENS' COMMENTS**

Aaron Crook, Fairbanks – A. Crook thanked the outgoing Council members for their efforts to bring safety and responsibility to the City. He also thanked Mayor Matherly for his service to the

community and his outstanding leadership. He added his hope that they all would continue to do great things within the community.

**Ms. Rogers** asked A. Crook if he had considered running for office; he replied that he had.

Victor Buberger, Fairbanks – V. Buberger spoke to the poor lighting in the Trainor Gate Road and Steese Highway area, suggesting that additional lighting be installed. He wished Mayor Matherly good luck.

Bobby Dorton, Fairbanks – B. Dorton shared his appreciation for the City that welcomed him back into the community when he left the prison system four years prior. He thanked Mayor Matherly for believing in him and not holding his past against him. He went on to speak about how Fairbanks is a leader in the state in behavioral health efforts and about the highly innovative ideas being explored to treat addiction. He shared his hope for Mayor Elect Pruhs’ success and hope that the City would continue to work hard to help those who are less fortunate.

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.

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

City Clerk Snider read the Consent Agenda into the record.

### **APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**

- a) Regular Meeting Minutes of October 10, 2022

APPROVED on the CONSENT AGENDA.

### **COUNCIL MEMBERS’ COMMENTS**

**Ms. Therrien** gave an update on the recent Permanent Fund Review Board meeting, noting that the Fund had experienced a significant, unrealized loss; she noted that the market remained low and unstable. She added that the custodial account would be moving to US Bank, and the Board would be meeting again on January 23, 2023. She shared that the City’s portfolio managers at Alaska Permanent Capital Management (APCM) felt that the Council’s previous decisions had protected the Fund from greater loss, and they were hopeful the portfolio would recover.

**Mr. Marney** thanked A. Crook and B. Dorton for their testimony, commenting on his own pride in being a Fairbanksan.

### **2022 REGULAR ELECTION**

- a) Certification of the 2022 Regular Election Results

City Clerk Snider read the following 2022 Regular Election results into the record:

**DAVID PRUHS**, having received a majority of the votes cast for CITY MAYOR, for a three-year term ending October 2025, is hereby declared elected as the Mayor of the City of Fairbanks.

**SUE SPRINKLE**, having received a majority of the votes cast for CITY COUNCIL SEAT C, for a three-year term ending October 2025, is hereby declared elected as a Member of the Fairbanks City Council.

**CRYSTAL TIDWELL**, having received a majority of the votes cast for CITY COUNCIL SEAT D, for a three-year term ending October 2025, is hereby declared elected as a Member of the Fairbanks City Council.

**PROPOSITION A** passed by a vote of 2,195 “yes” votes to 1,130 “no” votes.

**PROPOSITION B** passed by a vote of 2,247 “yes” votes to 1,058 “no” votes.

**Mr. Gibson**, seconded by **Mr. Marney**, moved to CERTIFY the results of the 2022 Regular Election.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO CERTIFY THE RESULTS OF THE 2022 REGULAR ELECTION AS FOLLOWS:

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

NAYS: None

**Mayor Matherly** declared the MOTION CARRIED and the 2022 Regular Election Results CERTIFIED.

b) Mayor and Council Members’ Comments

**Mayor Matherly** shared that he had learned a lot about local government when he had been elected to the City Council 12 years ago. He added that he had made a goal to be City Mayor when he was in high school, and it gave him great pleasure to have made that accomplishment. He thanked the citizens of Fairbanks and spoke to his family history in the area, expressing how much the community meant to him. **Mayor Matherly** stated that it has been the joy of his life to serve the City of Fairbanks. He recalled the tragedy of losing Officer Brandt only four days after he had been sworn in as Mayor, noting that Ofc. Brandt had spoken at that same Council meeting. He shared his incredible sadness at losing former Chief of Staff and his dear friend Mike Meeks earlier in 2022. He thanked Mike Sanders for stepping into the Chief of Staff position and went on to personally address each department head, sharing his appreciation for their hard work and efforts to make the City of Fairbanks better for citizens and staff. He expressed gratefulness for City Council members, past and present, for their dedication to service and genuine care for the City. **Mayor Matherly** thanked his friends and family for their support throughout the years and wished the best to new members.

**Mr. Ringstad** welcomed new members and expressed his desire to work with Mayor Matherly again in the future.

**Mr. Cleworth** spoke to the Mayor's strengths in promoting good public relations for the City, noting the thoughtful comments he had made at Ofc. Brandt's memorial only days after he took office. He recognized the Mayor's commitment to personally responding to citizens and wished him good luck in the future. He went on to recognize Mr. Gibson as a friend and for Mr. Gibson's time and effort digging into the deeper issues of the City. **Mr. Cleworth** noted Ms. Therrien's prior service on the Council and the hard work she has done for the City, including the time she spent serving on the Permanent Fund Review Board.

**Ms. Rogers** shared that she had attended the Pizza in the Plaza event on September 30 and would be attending an Opioid Task Force meeting the following day. She spoke to the exceptional work being performed by Shelissa Thomas and her staff at Restore, Inc., asking that each Council member take time to visit and get to know her. She recognized Mr. Dorton for his testimony and the good work being done in the community to bring about positive and productive changes. **Ms. Rogers** took time to recognize City Custodian Lilibeth Lantz for her positive attitude and hard work. She expressed hope to continuing to work with Mr. Gibson in the community. She welcomed the newly elected Council members and Mayor, adding that there was a lot of work to be done. **Ms. Rogers** spoke to her history with Mayor Matherly, noting that it went back to his Cub Scout years. She thanked him for being responsive to her inquiries and to the public. She thanked Ms. Therrien for her incredible work ethic and attention to detail, adding how she had actively participated in all the issues brought before the Council. She again welcomed the new members, noting how lucky they are to work with the fine staff at the City of Fairbanks.

**Mr. Marney** thanked Mayor Matherly for being a friend, leader, and confidant, adding that he appreciated his patience in helping him learn meeting procedures. He noted that he has known Mr. Gibson for a long time and that he appreciated his innovative way of thinking. He added that he would not be surprised to see Mr. Gibson back on the Council in the future. **Mr. Marney** recognized Ms. Therrien for helping him to be more open-minded and wished her luck.

**Mr. Gibson** recalled when he had been sworn in three years prior, noting that he had not realized how long the first part of the meeting would be when he brought his three-year-old twins to the meeting. He shared that his time on the Council had been a fun experience and thanked the City Attorney, City Clerk, and Chief Financial Officer for their help and patience. **Mr. Gibson** thanked Mr. Cleworth for his wealth of knowledge about the history of the City and Borough and shared his appreciation for Ms. Rogers' thoughtfulness and commitment to community involvement. He shared his appreciation for Ms. Therrien's approach to different topics and her ability to work through issues. He wished Mr. Ringstad good luck, adding that he had hoped to get to know him better. **Mr. Gibson** spoke to Mr. Marney's abundance of knowledge and genuinely good character. He thanked Mayor Matherly for being present and always thinking of the City staff. He recognized the strong management team, noting that it is the people doing the work that are the most important.

**Ms. Therrien** recalled when she first served on the City Council back in the 1980s and how she had not known how to vote on items. She thanked Mayor Matherly and Mr. Gibson for their service and wished them both the best of luck, adding that she would not be surprised to see Mr. Gibson serving on the City Council again in the future. **Ms. Therrien** thanked the citizens of Fairbanks and the voters who supported her throughout the years. She stated that it had been her honor to



serve the City and thanked the department heads and staff for all their hard work. She welcomed the new Council members and highlighted the current Council's unique ability to work together through tough issues for the betterment of the community. **Ms. Therrien** thanked her family for their support and wished the best to the new Council members and Mayor, adding that she would be calling in about troublesome potholes.

**Mayor Matherly** recognized Teal Soden, his Executive Assistant for his entire tenure as Mayor, for her support and loyalty. He presented Ms. Therrien and Mr. Gibson with commemorative gold pans to recognize their service to the City of Fairbanks.

Chief of Staff Michael Sanders presented Mayor Matherly with a City of Fairbanks gold pan recognizing his two terms as Mayor.

**Mayor Matherly** called for a brief transition recess. The meeting reconvened following the brief recess.

c) Oaths of Office and Seating of Elected Mayor and Council Members

City Clerk Snider administered Oaths of Office to elected Mayor David Pruhs and Council Members Sue Sprinkle and Crystal Tidwell. The members assumed their respective seats.

**NEW BUSINESS**

- a) Resolution No. 5033 – A Resolution Designating Check Signing Authority for Banking and Investment Accounts of the City of Fairbanks, Alaska. Introduced by Mayor Pruhs.

PASSED and APPROVED on the CONSENT AGENDA.

- c) Ordinance No. 6222 – An Ordinance Amending the Collective Bargaining Agreement Between the City of Fairbanks and the Public Safety Employee Association (PSEA) to Address Critical Staffing Levels at the Fairbanks Emergency Communications Center (FECC). Introduced by Mayor Pruhs

ADVANCED on the CONSENT AGENDA.

**WRITTEN COMMUNICATIONS TO THE CITY COUNCIL**

- a) Appointment to the Clay Street Cemetery Commission

APPROVED on the CONSENT AGENDA.

- b) Permanent Fund Review Board Meeting Minutes of July 27, 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** welcomed Mayor Pruhs and recalled the work they did together on the City Council in years past. He thanked him for his continued efforts regarding the Polaris Building and wished him the best as Mayor. He welcomed Ms. Tidwell and thanked her for the time she worked for the City Public Works department, encouraging her to reach out with any questions she might have. **Mr. Cleworth** also welcomed Ms. Sprinkle, noting that he had served on other committees with Ms. Sprinkle in the past. He spoke to the incredible City staff who are very open and welcoming to everyone, adding that he is glad the City operates a bit more laid back than the Borough. He asked the City Clerk to put in a request to Public Works to remove the dividers at the daises. **Mr. Cleworth** asked for clarification on the City's Permanent Fund losses. CFO Bell confirmed that most of the losses were from bonds and stated that the unrealized losses would most likely be restored once the market went through its volatility. She added that she would change the budget meeting scheduled for November 3 to accommodate Mr. Cleworth's scheduling conflict.

**Ms. Rogers** shared her appreciation for Ms. Tidwell's enthusiasm and stated she was eager to get to know her better. She acknowledged Ms. Sprinkle, noting that they have worked together in various capacities over the years and that she was looking forward to working with her on the Council. She welcomed Mr. Pruhs back to the City and commended him for his energy and focus.

**Ms. Sprinkle** expressed her excitement at joining the City Council, adding that she would do her best to learn. She stated she does not take the responsibility lightly.

**Mr. Pruhs** recognized Congressional Candidate Nick Begich in the audience.

**Mr. Ringstad** apologized for not being present in person and welcomed the two new City Council members, adding that he looked forward to working with them. He welcomed Mayor Pruhs and added his appreciation for everyone's desire to work together to improve the City.

**Mr. Marney** welcomed Mayor Pruhs, adding that he looked forward to working with him. He also welcomed Ms. Tidwell and Ms. Sprinkle, stating that he was eager to work with them and to get to know them better.

**Ms. Tidwell** stated she was thankful to be elected to the City Council and that she looked forward to getting to know each of the other members. She shared that she had worked at Public Works for some time but had never imagined serving on the Council. She requested to be excused from the Executive Session on the AFL-CIO Labor Negotiations due to a potential conflict of interest.

**Mr. Pruhs** stated that he was nearly finished preparing the budget and would be presenting it to the Council soon. He added that the new Council members would learn a lot about the City through the budget process and encouraged them to ask questions and engage in discussions. He stated that every penny matters, and every discussion holds value. He stated his philosophy is that even if he does not agree with someone today, he will agree with them the next day.

**Ms. Sprinkle**, seconded by **Ms. Tidwell**, moved to ENTER Executive Session to discuss AFL-CIO Labor Negotiation Strategy.

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

**Mayor Pruhs** called for a brief recess. The Council reconvened in Executive Session following the brief recess.

**EXECUTIVE SESSION**

a) AFL-CIO Labor Negotiation Strategy

**Mr. Cleworth** stated that the City Council met in Executive Session to discuss AFL-CIO Labor Negotiation Strategy where direction was given to the negotiating team, and no action was taken.

CFO Bell presented the 2023 budget schedule to the City Council. **Mr. Marney** asked about the possibility of a budget orientation or tutorial. CFO Bell stated that she would set aside time to discuss the budget with each Council member individually when they pick up their budget books. City Clerk Snider stated that the orientation for new Council members could be modified to include a budget orientation discussion and that she would inform the Council when that would be scheduled.

**ADJOURNMENT**

**Mr. Marney**, seconded by **Ms. Sprinkle**, moved to ADJOURN the meeting.

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

**Mayor Pruhs** declared the meeting adjourned at 8:51 p.m.

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DAVID PRUHS, MAYOR

ATTEST:

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D. DANYIELLE SNIDER, MMC, CITY CLERK

Transcribed by: RR

**ORDINANCE NO. 6222**

**AN ORDINANCE AMENDING THE PUBLIC SAFETY EMPLOYEES ASSOCIATION/CITY OF FAIRBANKS COLLECTIVE BARGAINING AGREEMENT TO ADDRESS CRITICAL STAFFING LEVELS AT THE FAIRBANKS EMERGENCY COMMUNICATIONS CENTER**

**WHEREAS**, the current collective bargaining agreement (CBA) between the Public Safety Employees Association, Fairbanks Police Department Chapter (PSEA), and the City of Fairbanks was ratified by both parties and became effective January 1, 2022, and

**WHEREAS**, Fairbanks General Code Section 42-1(h) provides that all amendments to labor contracts negotiated during the life of the contract must be approved by council ordinance; and

**WHEREAS**, the City and PSEA have negotiated the attached Memorandum of Agreements to address critical staffing levels at the Fairbanks Emergency Communications Center.

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

**Section 1.** The amendments to the PSEA/City of Fairbanks collective bargaining agreement, as set out in the Memorandum of Agreement, Attachment A, B, and C hereto, are hereby approved.

**Section 2.** The effective date of this ordinance is the \_\_\_\_ day of November 2022.

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**David Pruhs, City Mayor**

YEAS:  
NAYS:  
ABSENT  
APPROVED:

ATTEST:

APPROVED AS TO FORM:

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D. Danyielle Snider, MMC, City Clerk

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Paul J. Ewers, City Attorney

**CITY OF FAIRBANKS**  
**FISCAL NOTE**

**I. REQUEST:**

Ordinance or Resolution No: 6222

Abbreviated Title: ORDINANCE AMENDING PSEA CBA FOR FECC AMENDMENTS

Department(s): FECC

Does the adoption of this ordinance or resolution authorize:

1) additional costs beyond the current adopted budget? Yes \_\_\_\_\_ No x

2) additional support or maintenance costs? Yes \_\_\_\_\_ No x

If yes, what is the estimate? see below

3) additional positions beyond the current adopted budget? Yes \_\_\_\_\_ No x

If yes, how many positions? \_\_\_\_\_

If yes, type of positions? \_\_\_\_\_ (F - Full Time, P - Part Time, T - Temporary)

**II. FINANCIAL DETAIL:**

<b>PROJECTS:</b>	<b>TOTAL</b>
SALARY & BENEFITS	\$ (30,800)
OUTSIDE CONTRACTS	30,800
<b>TOTAL</b>	<b>\$ -</b>

<b>FUNDING SOURCE:</b>	<b>TOTAL</b>
GENERAL FUND	\$ -
<b>TOTAL</b>	<b>\$ -</b>

The proposed changes to the current Public Safety Employee Association (PSEA) Collective Bargaining Agreement will address critical staffing levels at the Fairbanks Emergency Communications Center (FECC) by allowing contracted trainers and flexibility in scheduling until FECC reaches 90% staffing or the 2024 contract negotiations.

Reviewed by Finance Department: Initial mb Date 10/17/2022





**Attachment C  
to Ordinance No. 6222**

Temporary Letter of Agreement Between The  
City of Fairbanks  
and  
Public Safety Employee Association (PSEA)  
representing the  
Fairbanks Emergency Communication Center  
October 2022

The City of Fairbanks and the Public Safety Employees Association (PSEA) representing the employees of the Fairbanks Emergency Communication Center (FECC) agree to the temporary use of one regular day off (RDO) per month which can be used to secure days off according to the leave policy. This will be in effect until FECC staffing is at 90% or the 2024 contract negotiation.

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City of Fairbanks Date

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Public Safety Employee Association Date



**ORDINANCE NO. 6221**

**AN ORDINANCE AMENDING THE COLLECTIVE BARGAINING AGREEMENT  
BETWEEN THE CITY OF FAIRBANKS AND THE FAIRBANKS FIREFIGHTERS  
UNION IAFF LOCAL 1324 (FFU) TO CHANGE THE STAFFING LEVELS AND  
AMENDING THE 2022 OPERATING BUDGET**

**WHEREAS**, the City of Fairbanks and FFU ratified a collective bargaining agreement (CBA), effective October 1, 2021 through September 30, 2024; and

**WHEREAS**, changes to the collective bargaining agreement are subject to member ratification and City Council approval; and

**WHEREAS**, the October 1, 2021 CBA Section 15.8 specifies the staffing levels, and Section 16.2 specifies pro-pays; this change will add staffing for a third ambulance and allow pro-pays for the additional ambulance unit; and

**WHEREAS**, the City of Fairbanks and FFU collectively bargained and agreed to amend the current CBA to change the requirements in Section 15.8 and Section 16.2.

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

**SECTION 1.** The Letter of Agreement amending the current CBA between the City of Fairbanks and FFU, attached as Exhibit A, is approved and ratified.

**SECTION 2.** The effective date of this Ordinance will be the \_\_\_\_ day of \_\_\_\_\_ 2022.

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

AYES:  
NAYS:  
ABSENT:  
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Paul J. Ewers, City Attorney

**CITY OF FAIRBANKS**  
**FISCAL NOTE**

**I. REQUEST:**

Ordinance or Resolution No: 6221

Abbreviated Title: ORDINANCE AMENDING FFU CBA TO CHANGE STAFFING LEVELS

Department(s): FIRE

Does the adoption of this ordinance or resolution authorize:

- 1) additional costs beyond the current adopted budget? Yes X No
- 2) additional support or maintenance costs? Yes        No X
- If yes, what is the estimate? see below
- 3) additional positions beyond the current adopted budget? Yes X No
- If yes, how many positions? 4
- If yes, type of positions? F (F - Full Time, P - Part Time, T - Temporary)

**II. FINANCIAL DETAIL:**

EXPENDITURES:	2022	2023	2024+
SALARIES & BENEFITS	\$80,000	\$480,000	\$500,000
PRO-PAYS	\$8,500	\$52,000	\$54,000
NEW HIRE COSTS	\$80,000	\$0	\$0
<b>TOTAL</b>	<b>\$168,500</b>	<b>\$532,000</b>	<b>\$554,000</b>

FUNDING SOURCE:	2022	2023	2024+
GENERAL FUND (SEMT FUNDS)	\$168,500	\$532,000	\$554,000
<b>TOTAL</b>	<b>\$168,500</b>	<b>\$532,000</b>	<b>\$554,000</b>

The proposed changes to the current Fairbanks Firefighter Union Collective Bargaining Agreement include staffing levels (Section 15.8) and pro-pays (Section 16.2). These changes will add staffing for a third ambulance by adding four firefighter positions. This will also provide an estimate of \$310,600 in revenue through the SEMT program (\$114,700) and ambulance fees (\$195,900).

Reviewed by Finance Department: Initial mb Date 9/19/2022

## Letter of Agreement

### City of Fairbanks and Fairbanks Firefighter Union 15.8 Staffing Levels

- A. Emergency vehicles shall have assigned to them, at minimum, the following personnel:
  - a. Engine – 1 Captain, 1 Driver, 1 Firefighter
  - b. Ambulance – 1 Paramedic, 1 Firefighter
  - c. Command Vehicle – 1 Battalion Chief
  - d. Aerial Device – 1 Captain, 1 Driver
  - e. Squad
    - i. 2022-2023 – 1 Driver, 1 Captain or 1 Firefighter
    - ii. 2024 – 1 Captain, 1 Driver
  - f. Medic
    - i. Defined by operational needs of the department
    - ii. Minimum 2 personnel
    - iii. At least one EMT2 or higher level provider
- B. The following apparatus may be cross-staffed as follows:
  - a. Engine – Rescue, Tender and/or Brush
  - b. Squad -- Rescue, Tender, Brush, Medic, and/or Aerial Device
- C. Minimum daily apparatus levels:
  - a. 1 Command Vehicle
  - b. 2 Engines
  - c. 2 Ambulances
  - d. 1 additional Ambulance staffed when trailing 6-month ambulance UHU is greater than 0.26 starting Jan 1, 2024.
- D. Additional Apparatus
  - a. 1 Squad staffed when the trailing 6-month ambulance UHU is greater than 0.14
  - b. More apparatus may be staffed at the Fire Chief's discretion if 15.8.D.a has been met.
- E. Stations
  - a. Stations shall be staffed with a minimum of 1 Captain, 1 Driver, and 1 Firefighter, regardless of the type of apparatus in service.
- F. Fire Prevention
  - a. The City shall employ a minimum of one Member for the purpose of fire prevention except as noted in 6.5 (A) 3.

### 16.2 Pro-Pay:

- B. Medic assigned to Ambulance/Medic Units 10%
- C. Driver assigned to Ambulance/Medic Units 5%

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Jim Matherly  
Mayor City of Fairbanks

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Nick Clark  
president IAFF 1324

TA 9/19/2022

Nick Clark

*nick clark*

**RESOLUTION NO. 5034**

**A RESOLUTION AUTHORIZING THE CITY OF FAIRBANKS TO PARTICIPATE IN THE FFY2022 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

**WHEREAS**, a public hearing was held by the City of Fairbanks on October 25, 2022, and a record of that meeting is attached; and

**WHEREAS**, community members expressed support to apply for funds to renovate and expand the Senior Center Dining Area, which is in the building owned by the City of Fairbanks; and

**WHEREAS**, the City of Fairbanks is eligible to apply for a grant in the amount of \$850,000 from the Alaska Department of Commerce, Community, and Economic Development under the CDBG program; and

**WHEREAS**, the value of the Senior Center Facility will provide a 25% in-kind match.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council that the Mayor or his designee is hereby authorized to request funds from the CDBG Program and to negotiate and execute any and all documents required for granting and managing funds on behalf of the City of Fairbanks.

**BE IT FURTHER RESOLVED** that the Mayor or his designee is authorized to execute subsequent amendments to said grant agreement to provide for adjustments to the project within the scope of services or tasks, based upon the needs of the project.

**PASSED and APPROVED this 14th Day of November 2022.**

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

AYES:  
NAYS:  
ABSENT:  
APPROVED:

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Paul J. Ewers, City Attorney



# CITY OF FAIRBANKS

CDBG PUBLIC HEARING

October 25, 2022

CITY COUNCIL CHAMBERS

3:00 p.m.

Sarah Fuerst, Grants and Contracts Administration Manager for the City of Fairbanks, opened the meeting to inform the public of the Community Development Block Grant (CDBG) funding opportunity, provide an update on the Senior Center Kitchen Expansion and Renovation Funded by the FFY20 CDBG program, and seek recommendations for projects to apply for funding under the FFY22 Alaska Community Development Block Grant (CDBG) Program.

Sarah Fuerst informed attendees that the CDBG is a federal program funded by Housing and Urban Development (HUD) and that the State of Alaska plans to award approximately \$2.5 million in CDBG funds for FFY22. She explained that the State of Alaska is accepting applications from municipal governments and cities for a single project with a maximum request of \$850,000 and recommended match of 25%.

Sarah Fuerst explained that the grants are awarded on a competitive basis and must benefit low- and moderate-income persons and informed attendees of the three categories for project funding: community development, planning, and special economic development. A list of eligible activities for each category was presented and described from the FFY22 CDBG Application Handbook.

Sarah Fuerst informed attendees of the following projects that have been funded by the CDBG program: ADA compliant sidewalks on 23<sup>rd</sup>, renovated home to create a homeless youth shelter, Bjerremark subdivision revitalization, and purchase of a new platform truck for Fairbanks Fire Department (FFD).

Sarah Fuerst gave an overview of the current project being funded by the CDBG: The Senior Center Kitchen Expansion and Renovation. She explained the bathroom remodel was completed as part of the matching funds for the project. Attendees were informed that the kitchen expansion contract was awarded to Johnson River Enterprises, LLC in May of 2022 and explained that the expansion would add approximately 2400 square feet to the facility to allow for more storage and the ability to service our senior population with the Meals on Wheels program in a more efficient and sanitary manner.

Sarah Fuerst called on the City's project manager, Jeff Whipple, to give an update to attendees on what had been accomplished so far in the construction process. Jeff Whipple presented an overview of the construction progress thus far and spoke highly of the awarded contractor, Johnson River Enterprises.

Sarah Fuerst called for comments regarding the Project. Senior Center Executive Director, Darlene Supplee, provided comment on how the project was helping to administer more Meals on Wheels and gave more insight on how they have been able to function during the construction process.

There were no further comments on the project.

Sarah Fuerst announced that the meeting would shift to presenting a list of projects proposed for the FFY22 CDBG application. The list included the following proposed projects: Senior Center Improvements – Dining Area Expansion, Smoke and CO Detector Program for LMI Houses, and an ambulance purchase for the Fairbanks Fire Department (FFD).

Sarah Fuerst asked attendees for comments or questions on the proposed project list. The City’s Crisis Now Coordinator, Brenda McFarlane, asked if the Fairbanks Fire Department had adequate staffing and time to provide the Smoke and CO Detector Program. Sarah Fuerst commented that the Fire Department has provided a similar service in the past with FEMA funding and that the Fire Chief did not mention that the project would require additional staffing.

Sarah Fuerst asked attendees for further comments or questions on the proposed project list. Darlene Supplee presented information on the Senior Center Dining Room Expansion project. She noted that the current facility is inadequate for the number of seniors who use the dining room for a variety of different uses such as meal service, educational programs and exercise class.

Sarah Fuerst asked attendees for other comments and project suggestions: there were no other comments or project suggestions.

Sarah Fuerst asked for the attendees to show support for the projects of their choice by raising their hand when the project was listed. The Fairbanks Senior Center Dining Room Expansion Project received majority of the support from attendees.

Chief Raygor of Fairbanks Fire Department entered the meeting and Sarah Fuerst asked if he would comment on the two projects proposed by FFD. Chief Raygor explained the smoke and CO detector program and possible ways of distributing the detectors to community members and the importance the project would have for the community. Chief Raygor explained the need for an additional ambulance as over time the wear and tear on the vehicles can hinder performance especially in the interior’s climate.

After receiving information on two additional projects Sarah Fuerst asked if attendees would again show support for the projects of their choice by raising their hands, as they had now received additional information that could pull support to another project. The Fairbanks Senior Center Dining Room Expansion Project received majority of the support from attendees.

Sarah Fuerst thanked attendees for coming and showing an interest in the program.

The hearing was adjourned at 3:36 p.m.

**CITY OF FAIRBANKS**  
**FISCAL NOTE**

**I. REQUEST:**

Ordinance or Resolution No: 5034

Abbreviated Title: Participation in FFY22 CDBG Program

Department(s): Engineering Department

Does the adoption of this ordinance or resolution authorize:

1) additional costs beyond the current adopted budget? Yes \_\_\_\_\_ No X

2) additional support or maintenance costs? Yes \_\_\_\_\_ No X

If yes, what is the estimate? see below

3) additional positions beyond the current adopted budget? Yes \_\_\_\_\_ No X

If yes, how many positions? \_\_\_\_\_

If yes, type of positions? \_\_\_\_\_ (F - Full Time, P - Part Time, T - Temporary)

**II. FINANCIAL DETAIL:**

PROJECTS:	Equipment	Building	Personnel	Total
Senior Center Renovation and Expansion Phase II		\$850,000		\$850,000
				\$0
				\$0
				\$0
				\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$850,000</b>	<b>\$0</b>	<b>\$850,000</b>

FUNDING SOURCE:	Equipment	Building	Personnel	Total
CDBG (Federal Funds)		\$850,000		\$850,000
				\$0
				\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$850,000</b>	<b>\$0</b>	<b>\$850,000</b>

The North Star Council on Aging leases the City of Fairbanks building located on 1424 Moore Street. The lease is effective until December 31, 2030. The value of the building will act as the necessary 25% in-kind match for the grant. The North Star Council on Aging will be responsible for maintenance and operations.

Reviewed by Finance Department: Initial SF Date 11/7/2022



**RESOLUTION NO. 5035**

**A RESOLUTION AUTHORIZING THE ACQUISITION OF REAL  
PROPERTY LOCATED AT 109 5TH AVENUE**

**WHEREAS**, Fairbanks General Code, Chapter 70, Article II, authorizes the City to acquire, own, and hold real property within or outside the City boundaries by any lawful means; and

**WHEREAS**, the Trustee of the trust that owns real property located at 109 5th Avenue in Fairbanks is interested in transferring ownership of this property to the City of Fairbanks; and

**WHEREAS**, the property borders on the Clay Street Cemetery, so the property could be used to support the Cemetery; and

**WHEREAS**, the structure on the property will need to be abated, and there are currently funds in the budget for this abatement.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council that the City Council authorizes the acquisition of the real property located in Fairbanks at 109 5th Avenue and authorizes the Mayor to executive any documents necessary for such acquisition.

**PASSED** and **APPROVED** this 14th day of November 2022.

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

AYES:  
NAYS:  
ABSENT:  
APPROVED:

ATTEST:

APPROVED AS TO FORM:

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

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



## Clay Street Cemetery Commission

November 7, 2022

City Council Members & Mayor Pruhs  
800 Cushman St  
Fairbanks AK 99701

RE: 109 Fifth Ave

Dear Fairbanks City Council & Mayor Pruhs,

At a meeting held Wednesday, November 7th, 2022, the Clay Street Cemetery Commission was made aware that the property adjacent to the Clay Street Cemetery, 109 Fifth Ave, is now part of a Trust. It was further communicated that the Trustee is willing to sign over the property to the City of Fairbanks.

The Clay Steet Cemetery Commission is in full support of this acquisition. The property, which has been a nuisance in the past, will make a great addition to the Clay Street Cemetery property for use as storage of maintenance equipment, construction materials for ongoing projects, additional parking, and a vehicle turn-around area.

The Clay Street Cemetery Commission appreciates the council's consideration in accepting ownership of this property on behalf of the city and allowing future use of 109 Fifth Avenue by the Clay Street Cemetery Commission.

Thank you in advance for your attention to this important matter,

Respectfully,

A handwritten signature in blue ink that reads "Aldean B. Kilbourn".

Aldean Kilbourn,  
Chair

Clay Street Cemetery Commission ~ c/o City of Fairbanks, 800 Cushman St, Fairbanks, AK 99701



**RESOLUTION NO. 5036**

**A RESOLUTION STATING THE CITY OF FAIRBANKS LEGISLATIVE  
AND CAPITAL PRIORITIES FOR 2023**

**WHEREAS**, the City of Fairbanks appreciates any funding and support provided by the State of Alaska; and

**WHEREAS**, the City has identified the following legislative and capital priorities, and the public had an opportunity to comment on these priorities at the November 14, 2022 regular City Council meeting.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council that the 2023 legislative and capital priorities of the City of Fairbanks are listed below:

2023 Legislative Priorities

1. Maintain PERS contribution rate of 22%
2. Maintain a baseline of \$60 million annually in Community Assistance Program funding
3. Increase SART funding for Fairbanks to \$150,000 to meet current liability
4. Provide relief from DEC PFOS/PFOA plume characterization requirements
5. Fund mitigation efforts for PFOS/PFOA ground water contamination
6. Allow Tier 1, 2, and 3 PERS retirees to return to work under Tier 4 to fill critical shortages and continue to collect retirement

2023 Capital Priorities

1. Construction of a Law Enforcement Training Facility in Interior Alaska with a request of \$6 million
2. Redesign and construction of roads, sidewalks, and drainage in the Island Homes subdivision with a request of \$9.6 million
3. Public Works backup generator \$1 million

**BE IT FURTHER RESOLVED** that the City Clerk is directed to send copies of this resolution to the Office of the Governor and Interior Alaska Legislative Delegation.

**PASSED** and **APPROVED** this 14th day of November 2022.

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**David Pruhs, Mayor**

AYES:  
NAYS:  
ABSENT:  
APPROVED:

ATTEST:

APPROVED AS TO FORM:

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D. Danyielle Snider, MMC, City Clerk

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Paul Ewers, City Attorney

# City of Fairbanks

## 2023 Legislative and Capital Priorities

Attachment to Resolution No. 5036

### Legislative Priorities:

1. **PERS Contribution Rate:** The City of Fairbanks supports maintaining the 22% PERS contribution rate as agreed to by PERS employers and the State in allocating the unfunded liability.
2. **Community Assistance Program:** The City of Fairbanks requests the State maintain the Community Assistance Program baseline at \$60 million or more annually.
3. **SART:** The City of Fairbanks requests that the SART funding dedicated to Fairbanks be increased to \$150,000 to help offset the current costs of the demands.
4. **PFOS/PFOA Plume Characterization:** The City of Fairbanks requests relief from the Alaska Department of Environmental Conservation (ADEC) plume characterization requirements related to the Perfluorooctane Sulfonate (PFOS) / Perfluorooctanoic Acid (PFOA) contamination at the Fairbanks Regional Fire Training Center.
5. **PFOS/PFOA Mitigation:** The City of Fairbanks requests State assistance in mitigation efforts for PFOS/PFOA contamination that include connecting additional properties to water utilities with the expected drop in the EPA Health Advisory Levels requiring additional wells to be decommissioned.
6. **PERS Retirees:** The City of Fairbanks requests the State allow Tier 1, 2, and 3 PERS retirees to return to work under Tier 4 to fill critical shortages and be allowed to continue to collect their retirement.

### Capital Priorities:

1. **Law Enforcement Training Facility:** The City of Fairbanks requests \$6 million to be allocated for the construction of a Law Enforcement Training Facility for all Interior Alaska law enforcement agencies.
2. **Island Homes:** The City of Fairbanks requests \$9.6 million for the redesign and construction of roads, sidewalks, and drainage in the Island Homes subdivision.
3. **Generator:** The City of Fairbanks requests \$1 million to assist in the replacement of the emergency generator in the City of Fairbanks Public Works facility.

**RESOLUTION NO. 5037**

**A RESOLUTION ADOPTING A CITY OF FAIRBANKS  
DIVERSITY ACTION PLAN**

**WHEREAS**, on March 10, 2014, the City Council approved Ordinance No. 5939, as Amended, enacting FGC Sections 2-231 through 2-235 and creating a Fairbanks Diversity Council; and

**WHEREAS**, one of the purposes of the Fairbanks Diversity Council is to draft and present to the City Council a Diversity Action Plan (DAP); the Fairbanks Diversity Council is also tasked with performing a full review of the DAP every five years after its initial adoption; and

**WHEREAS**, the Fairbanks Diversity Council presented its first DAP to the City Council on November 7, 2016, and the City Council adopted the Plan on March 20, 2017; and

**WHEREAS**, the Fairbanks Diversity Council began working on a revised DAP in November 2021, and on November 8, 2022, the Fairbanks Diversity Council voted unanimously to recommend adoption of the attached, revised Plan to the Fairbanks City Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS** that the attached City of Fairbanks *Diversity Action Plan* is hereby adopted and will be made available at the City's website, [www.fairbanksalaska.us](http://www.fairbanksalaska.us). The Plan may be amended by resolution of the City Council.

**PASSED and APPROVED** this 14th day of November 2022.

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**David Pruhs, City Mayor**

AYES:  
NAYS:  
ABSENT:  
APPROVED:

ATTEST:

APPROVED AS TO FORM:

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D. Danyielle Snider, MMC, City Clerk

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Paul J. Ewers, City Attorney

# CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(Plan approved unanimously by the Fairbanks Diversity Council on November 8, 2022)

Goal	Tasks	Desired Result(s)	Responsibility	By When?
<b>1. Internal City Processes.</b> Review internal City processes such as hiring, promotions and recruiting. Provide guidance and training to senior staff on how to improve workforce diversity and ultimately, hire and promote a qualified and diverse workforce that benefits all City stakeholders.	Recruitment: Work with HR to help identify organizations, websites, and other methods of recruiting minority applicants.	Ensure the broadest advertising of positions to help develop more diverse applicant pools.	Human Resources  Diversity Council	
	Data Review: Conduct and review City of Fairbanks employee EEO survey and demographics data. Suggest benchmark EEO and diversity goals.	Thorough analysis of the City's current EEO and diversity composition and recommendations of EEO and diversity performance goals that reflect the Fairbanks community.	Human Resources  Diversity Council  Mayor's Office	Ongoing – End of the Year Data reported annually to the FDC
	Interviews: FDC members will be invited to participate in key (public safety and supervisory) City of Fairbanks employment interviews. FDC will provide HR with 2-3 volunteers each month to assist in interviews.	Community stakeholders to ensure hiring managers are aware of and engaged in diversity related issues before hiring decision is made.	Diversity Council  Human Resources	Ongoing – End-of-year data reported annually to FDC
	Recruitment and Promotion Practices: Review City of Fairbanks internal processes related to recruitment and promotion of City Staff.	Share with FDC recruitment and promotion processes outlined in the City's union agreements.	Diversity Council  Human Resources	A presentation will be scheduled for a complete overview
	Selection and Hiring: Develop and utilize new systems to streamline and speed up the screening, interview, and background check processes.	Reduced turnaround time in filling vacancies.	Human Resources	Ongoing – HR's efforts reported annually to FDC
	Employee Training: Work with Human Resources to develop a City-wide diversity training curriculum to ensure awareness of the importance of inclusion and understanding of diverse groups in our community. Periodically review training given to all employees.	Improve workforce awareness and understanding of diversity issues in the community.	Diversity Council  Human Resources	Ongoing

# CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(Plan approved unanimously by the Fairbanks Diversity Council on November 8, 2022)

Goal	Tasks	Desired Result(s)	Responsibility	By When?
<b>2. Financial Resources.</b> Ensure sufficient resources are available to implement DAP	Identify outreach activities for the year and corresponding funding requirements.	A calendar of events FDC plans to participate in annually and an estimate of required funding budgeting purposes.	FDC Members	Annually in January



# CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(Plan approved unanimously by the Fairbanks Diversity Council on November 8, 2022)

Goal	Tasks	Desired Result(s)	Responsibility	By When?
<b>3. Internal City Policies and Procedures.</b> City of Fairbanks Internal Policies and Procedures will work to create greater diversity among the workforce. Monitor changes to City Policies and Procedures that are relevant to achieving greater diversity and consistent with the DAP.	Establish workgroup or committee to review internal City policies and procedures and identify barriers to achieving greater diversity and consistent with the DAP.  Work with the Chief of Staff to review the current policies.	Ensure City of Fairbanks internal policies and procedures are equitable.	Mayor's Office  Diversity Council	Annually
	Review City of Fairbanks Affirmative Action Plan. Offer recommended changes as needed.	Assess diversity progress at the City of Fairbanks.	Diversity Council	Annually, fall 2022 HR will present the approved plan to the FDC
	Integrate FDC's proposed changes to Affirmative Action Plan into internal City of Fairbanks operations related to recruitment, promotion, and retention of staff.		Mayor's Office	Review annually for any updates/changes
	Address characteristics/needs of underrepresented groups when establishing culturally relevant and inclusive programs, services, policies, and procedures	Increase City support of City departments and groups that serve underrepresented populations.	Mayor's Office	Ongoing
	Encourage and highlight collective/independent commitment to diversity, equity, and inclusion in internal- and external-facing communities.	Examine and revise policies across all departments to be culturally safe and inclusive of all perspectives.	Mayor's Office/ Diversity Council	Ongoing
	Consider diverse representation when appointing seats on all City councils, boards, and committees.	Establish culturally competent, high-level decision making.	Mayor's Office/ Diversity Council	Ongoing

## CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(Plan approved unanimously by the Fairbanks Diversity Council on November 8, 2022)

Goal	Tasks	Desired Result(s)	Responsibility	By When?
	Provide guidance to all departments on developing localized land acknowledgements.	Recruit and retain a staff reflective of Alaska Native/American Indian peoples.	Diversity Council	Immediate
	Include diversity, equity, and inclusion learning objectives and outcomes in performance reviews.	Strive to create a safe and inclusive environment for those who experience marginalization.	Mayor's Office	6 months – 1 year
	Establish official City support and funding for recognizing holidays, such as Indigenous Peoples' Day, Juneteenth, MLK Day, etc.	Increase support and visibility for events/holidays/programs that reflect our diverse community.	Mayor's Office	Ongoing

# CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(Plan approved unanimously by the Fairbanks Diversity Council on November 8, 2022)

Goal	Tasks	Desired Results	Responsibility	By When?
<b>4. Education and Training.</b> Provide multi-tiered and on-going strategic and collaborative education and outreach to the City of Fairbanks leaders, staff and residents.	<b>Required – Review State, Local, National Diversity Council Work</b> as directed by City Ordinance 5939.	FDC and City to gain competencies in: <ul style="list-style-type: none"> <li>• Seeing opportunities to be proactive in advancing diversity work</li> <li>• Identifying instances of internal/external inequity</li> <li>• Confidence to engage in tough conversations</li> <li>• Having and/or knowing where to find resources</li> <li>• Deepening understanding of how to be an advocate and ally</li> </ul>	Diversity Council	Ongoing
	<b>Required – Provide Reports and Recommendations to City Council</b> as directed by City Ordinance 5939. City staff will provide initial training and education to FDC members on methods of governance and communication to the Fairbanks City Council.	Ensure FDC can effectively and efficiently communicate observations and recommendations to the City Council for consideration of adoption.  FDC will request of City to provide focused measures to monitor and publish annually; report baselines, measures, and progress to Fairbanks City Council.	Mayor’s Office  Diversity Council	Ongoing
	<b>Required – Assist with Accessibility Issues</b> as directed by City Ordinance 5939. Form committee to assess and examine common barriers to equal accessibility, examine public policy and practice issues that lead to inequities in accessibility, and provide recommendations to City leaders and staff.	Ensure continuous improvement and awareness of accessibility and access barriers.  FDC to develop accessibility comment/concerns form; form will be published on FDC website; FDC to provide report to City.	Diversity Council  City Engineer’s Office  City Building Department	Ongoing

# CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(Plan approved unanimously by the Fairbanks Diversity Council on November 8, 2022)

Goal	Tasks	Desired Results	Responsibility	By When?
	Required – Recommend at least one annual training for all City employees.	City to gain competencies in: <ul style="list-style-type: none"> <li>• Seeing opportunities to be proactive in advancing diversity work</li> <li>• Identifying instances of internal/external inequity</li> <li>• Confidence to engage in tough conversations</li> <li>• Having and/or knowing where to find resources</li> <li>• Deepening understanding of how to be an advocate and ally</li> </ul>	Diversity Council	Ongoing
	Implement current events discussions and calendar and declare a “diversity topic of the month” for FDC meetings	Continuous and comprehensive education on diversity.	Assigned to a different FDC member each month	Ongoing
	Develop and maintain collaborative partnerships with other groups and jointly conduct recurring diversity awareness training and discussion for City Council members and City staff.	Ensure staff at all levels of the organization understands principles of diversity leadership and are considerate of EEO principles, biases and discrimination.  Gain awareness of Fairbanks’ history and current-day context of racial/social equity, as related to City and departments.  Empower City staff to develop increased sense of agency when addressing racial/social equity with internal and external audiences.	Human Resources  Diversity Council	Ongoing

# CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(Plan approved unanimously by the Fairbanks Diversity Council on November 8, 2022)

Goal	Tasks	Desired Results	Responsibility	By When?
	Provide periodic updates to the Fairbanks City Council and Borough Assembly.	<p>Strengthen communications and provide and receive direction.</p> <p>Create standardized report requirements (template); ask City Council and Borough Assembly what is important for them to have monitored.</p> <p>Create focused, quantifiable set of 5-year goals/targets for community and City Council groups to be accountable to.</p>	<p>Diversity Council</p> <p>City Council</p> <p>Borough Assembly</p>	Ongoing, Annual
	Grow partnership with the University of Alaska Fairbanks to share resources and complement existing efforts.	Communicate with multiple audiences; practice community building through inclusivity.	<p>Diversity Council</p> <p>City Council</p>	Ongoing
	Grow partnerships with local Alaska Native corporations and tribal entities to engage in Indigenous cultural safety training/education.	Through intentional action, communicate the importance and relevance of local diversity and responsiveness.	<p>Diversity Council</p> <p>City Council</p>	Ongoing

**ORDINANCE NO. 6223**

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE  
CHAPTER 74, ARTICLE V, ROOM RENTAL TAX, TO CHANGE  
THE ALLOCATIONS TO GOLDEN HEART PLAZA/BARNETTE'S  
LANDING AND DISCRETIONARY GRANTS**

**WHEREAS**, the room rental tax was first enacted as the hotel/motel tax in 1979;  
and

**WHEREAS**, the rate of the tax was increased to the current 8 percent in 1985; and

**WHEREAS**, the "purpose and limitation" section of the ordinance has been  
amended at least 10 times since 1979; and

**WHEREAS**, Explore Fairbanks deserves recognition for its diligent, hard work  
which has resulted in an increase in tourism for the Fairbanks North Star Borough,  
especially during the winter tourist season; and

**WHEREAS**, the allocations for discretionary grants and to Golden Heart Plaza/  
Barnette's Landing have not been changed since 2003; and

**WHEREAS**, Golden Heart Plaza is a historical landmark that annually attracts  
many thousands of visitors from all over the world; and

**WHEREAS**, in 2021, the City received discretionary grant applications from 32  
organizations requesting a combined total of \$857,512; and

**WHEREAS**, in 2022, the City received discretionary grant applications from 29  
organizations requesting a combined total of \$784,156; and

**WHEREAS**, as recognized from the original enactment of the hotel/motel tax,  
discretionary grant applicants play an important role in attracting visitors to Fairbanks;  
and

**WHEREAS**, had discretionary grant funding been adjusted for inflation, today's  
grants would total \$585,000.

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

**Section 1.** FGC Sec. 74-117(b) is amended as follows [new text in **bold/underline** font;  
deleted text in ~~strikethrough~~ font]:

**Sec. 74-117. Room rental tax purpose and limitation.**

(b) Subject to annual appropriation, revenues collected under this article shall be allocated as follows:

- (1) The City of Fairbanks will receive 22.5 percent for fund collection, administration, and tourism impact.
- (2) ~~\$500,000~~400,000 will be distributed annually as follows:  
Fairbanks Economic Development Corporation \$ 100,000.00  
Golden Heart Plaza and Barnette Landing Maintenance \$ ~~50,000.00~~  
~~30,000.00~~  
Discretionary Grants \$ ~~350,000~~ 270,000.00
- (3) All remaining room rental tax revenues will be distributed to the Fairbanks Convention and Visitors Bureau, dba Explore Fairbanks (hereinafter "Explore Fairbanks").
- (4) **The allocations under this section will be reviewed by the city council at least once every five years.**

**Section 2.** That the effective date of this Ordinance is the \_\_\_ day of \_\_\_\_\_ 2022.

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**David Pruhs, Mayor**

AYES:  
NAYS:  
ABSENT:  
FAILED:

ATTEST:

APPROVED AS TO FORM:

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D. Danyielle Snider, MMC, City Clerk

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Paul J. Ewers, City Attorney

**ORDINANCE NO. 6224**

**AN ORDINANCE AMENDING FGC SEC. 22-25(f) REGARDING  
PROCEDURE FOR DETERMINING THE WINNER OF A TIE VOTE IN  
CITY ELECTIONS**

**WHEREAS**, in 1986, Charter Section 11.7 was amended when the voters ratified Ordinance No. 4553, An Ordinance to Abolish Runoff Elections; and

**WHEREAS**, prior to the amendment, Charter Section 11.7 required a runoff election if candidates received less than a majority of the votes cast (the amendment changed “majority” to “the greatest number of votes cast”); and

**WHEREAS**, that charter amendment also provided that in the case of a tie, the winner was to be determined by lot at a council meeting; and

**WHEREAS**, at the time of this charter amendment, FGC Sec. 3.125(d) provided that if there was a tie vote, there would be a runoff election between the two tied candidates; and

**WHEREAS**, FGC Sec. 3.125(d) was never amended to reflect the change to Charter Section 11.7, and it was carried forward as FGC Sec. 22-25(f) in the revised version of the Fairbanks General Code; and

**WHEREAS**, the intent of the 1986 amendment to the Fairbanks City Charter was to eliminate runoff elections for council member seats and decide ties via lot.

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

**Section 1.** Fairbanks General Code Sec. 22-25(f) is hereby amended as follows [new text in **bold/underline** font; deleted text in ~~strikethrough~~ font]:

(f) In case of failure to elect because of a tie vote, the city ~~council~~ **clerk** shall immediately **proceed with a recount of votes** ~~cause the canvass board to recount the votes. If there is still a failure to elect because of a tie vote in the regular election, the names of the two tied candidates shall be entered in a runoff election. In case of failure to elect in a runoff election because of a tie vote, the city council shall immediately cause the canvass board to recount the votes. If there is still a failure to elect because of a tie after completion of the recount, the election shall be determined fairly by lot from among the candidates tying in a meeting of the city council and under its direction. **After the determination has been made by lot, the city council shall certify the result.**~~



**Section 2.** This ordinance will become effective the \_\_\_\_ day of December 2022.

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

YEAS:  
NAYS:  
ABSENT  
APPROVED:

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Paul J. Ewers, City Attorney

**ORDINANCE NO. 6225**

**AN ORDINANCE AMENDING THE 2022 OPERATING  
AND CAPITAL BUDGETS FOR THE FOURTH TIME**

**WHEREAS**, this ordinance incorporates the changes outlined on the attached fiscal note to amend the 2022 operating and capital budget.

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows** [amendments shown in **bold** font; deleted text in ~~font~~]:

**SECTION 1.** There is hereby appropriated to the 2022 General Fund and Capital Fund budgets the following sources of revenue and expenditures in the amounts indicated to the departments named for the purpose of conducting the business of the City of Fairbanks, Alaska, for the fiscal year commencing on January 1, 2022 and ending December 31, 2022 (see pages 2 and 3):

## GENERAL FUND

<u>REVENUE</u>	APPROVED COUNCIL APPROPRIATION	INCREASE (DECREASE)	PROPOSED COUNCIL APPROPRIATION
Taxes (all sources)	\$ 25,062,130	\$ -	\$ 25,062,130
Charges for Services	5,758,400	220,000	5,978,400
Intergovernmental Revenues	4,057,378	45,000	4,102,378
Licenses and Permits	1,912,250	315,000	2,227,250
Fines and Forfeitures	526,500	35,000	561,500
Interest and Penalties	205,000	100,000	305,000
Rental and Lease Income	136,762	-	136,762
Other Revenues	250,000	-	250,000
Other Financing Sources	2,817,700	-	2,817,700
Total revenue appropriation	<u>\$ 40,726,120</u>	<u>\$ 715,000</u>	<u>\$ 41,441,120</u>
<u>EXPENDITURES</u>			
Mayor Department	\$ 736,790	\$ 4,000	\$ 740,790
Legal Department	224,430	-	224,430
Office of the City Clerk	448,985	-	448,985
Finance Department	937,100	-	937,100
Information Technology	2,497,715	-	2,497,715
General Account	6,768,781	90,000	6,858,781
Police Department	7,783,102	100,000	7,883,102
Communications Center	2,699,570	-	2,699,570
Fire Department	8,500,268	400,000	8,900,268
Public Works Department	9,927,791	275,000	10,202,791
Engineering Department	915,760	-	915,760
Building Department	714,430	-	714,430
Total expenditure appropriation	<u>\$ 42,154,722</u>	<u>\$ 869,000</u>	<u>\$ 43,023,722</u>
2021 unassigned fund balance	\$ 14,753,830	\$ -	\$ 14,753,830
Prior year encumbrances	(272,775)	-	(272,775)
Transfers to other funds	(2,390,000)	-	(2,390,000)
Other changes to the budget	1,234,173	(154,000)	1,080,173
2022 estimated unassigned balance	<u>\$ 13,325,228</u>	<u>\$ (154,000)</u>	<u>\$ 13,171,228</u>

Minimum unassigned fund balance requirement is 20% of budgeted annual expenditures but not less than \$10,000,000.

\$ 8,604,744

## CAPITAL FUND

<u>REVENUE</u>	APPROVED COUNCIL APPROPRIATION	INCREASE (DECREASE)	PROPOSED COUNCIL APPROPRIATION
Transfer from Permanent Fund	\$ 689,313	\$ -	\$ 689,313
Transfer from General Fund	2,000,000	-	2,000,000
Property Repair & Replacement	145,000	-	145,000
Public Works	250,000	-	250,000
Garbage Equipment Reserve	266,803	-	266,803
IT	50,000	-	50,000
Police	180,000	-	180,000
Communications Center	140,000	-	140,000
Fire	140,000	-	140,000
Building	10,000	-	10,000
Total revenue appropriation	<u>\$ 3,871,116</u>	<u>\$ -</u>	<u>\$ 3,871,116</u>
 <u>EXPENDITURES</u>			
Property Repair & Replacement	\$ 2,505,058	\$ -	\$ 2,505,058
Public Works Department	685,261	-	685,261
Garbage Equipment Reserve	800,000	-	800,000
IT Department	234,451	25,000	259,451
Police Department	438,031	-	438,031
Communications Center	56,960	-	56,960
Fire Department	970,000	-	970,000
Road Maintenance	782,119	-	782,119
Total expenditure appropriation	<u>\$ 6,471,880</u>	<u>\$ 25,000</u>	<u>\$ 6,496,880</u>
Estimated capital fund unassigned balance	\$ 6,162,484	\$ (25,000)	\$ 6,137,484
Estimated capital fund assigned balance	5,659,755	-	5,659,755
2022 estimated fund balance	<u>\$ 11,822,239</u>	<u>\$ (25,000)</u>	<u>\$ 11,797,239</u>

**SECTION 2.** This ordinance also appropriates the use of emergency snow removal funds in the amount of \$250,000 as designated by the Mayor.

**SECTION 3.** All appropriations made by this ordinance lapse at the end of the fiscal year to the extent they have not been expended or contractually committed to the departments named for the purpose of conducting the business of said departments of the City of Fairbanks, Alaska, for the fiscal year commencing on January 1, 2022 and ending December 31, 2022.

**SECTION 4.** The effective date of this ordinance shall be the 28th day of November 2022.

---

**Jim Matherly, Mayor**

AYES:  
NAYS:  
ABSENT:  
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

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D. Danyielle Snider, MMC, City Clerk

---

Paul J. Ewers, City Attorney

**FISCAL NOTE**  
ORDINANCE NO. 6225  
AMENDING THE 2022 OPERATING AND CAPITAL BUDGETS  
FOR THE FOURTH TIME

**GENERAL FUND**  
**\$715,000 Increase in Revenue**  
**\$869,000 Increase in Expenditures**

**Revenue**

1. Tax Revenue
2. Charges for Services
  - \$200,000 increase to ambulance services
  - \$35,000 increase to dispatch services
  - (\$20,000) decrease to engineering stormwater services
  - \$5,000 increase to building miscellaneous service
3. Intergovernmental Revenues
  - \$45,000 increase to State of Alaska municipal assistance
4. License and Permits
  - \$7,000 increase to business licenses
  - \$43,000 increase to engineering right-of-way permits
  - \$200,000 increase to commercial building permits
  - \$10,000 increase to residential building permits
  - \$55,000 increase to mechanical permits
5. Fines and Forfeitures
  - \$10,000 increase to traffic ticket collection
  - \$75,000 increase to moving traffic violations
  - (\$50,000) decrease to vehicle forfeitures
6. Interest and Penalties
  - \$100,000 increase to interest on deposits
7. Other Revenue

## **Expenditures**

1. Mayor & Council
  - \$4,000 increase to travel
2. City Attorney's Office
3. City Clerk's Office
4. Finance Department
5. Information Technology
6. General Account
  - \$25,000 increase to medical
  - \$65,000 increase to contributions to other agencies
7. Police Department
  - \$100,000 increase to medical and evidence
8. Communications Center
9. Fire Department
  - \$400,000 increase to overtime
10. Public Works
  - \$210,000 increase to fuel, oil, and grease
  - \$65,000 increase to garbage collection
11. Engineering
12. Building Department

**CAPITAL FUND**  
**\$0 Increase in Revenue**  
**\$25,000 Increase in Expenditures**

**Revenue**

1. Other Financing Sources

**Expenditures**

1. Property Repair & Replacement
2. Public Works
3. Garbage Equipment Reserve
4. IT Department
  - \$25,000 increase for council chambers media system upgrade
5. Police Department
6. Communications Center
7. Fire Department
8. Road Maintenance



**City Council**  
**Committee/Work Group Assignments**

**Jerry Cleworth, Seat A**

**June Rogers, Seat B**

Fairbanks Diversity Council  
\*Polaris Building Work Group  
\*Legislative Information Group  
\*Opioid Task Group  
\*Housing & Homeless Work Group  
\*Sister City Work Group  
\*Fairbanks Reentry Coalition  
\*Fairbanks Suicide Prevention Task Force  
\*FNA Inter-Agency Transitional Council  
\*Crisis Now Work Group

**Sue Sprinkle , Seat C**

**Crystal Tidwell, Seat D**

**Lonny Marney, Seat E**

Discretionary Fund Committee  
Explore Fairbanks Board of Directors

**John Ringstad, Seat F**

\*Council Member service on asterisked Committees and Work Groups are on a volunteer basis and are not official appointments.

The following committees are in need of a Council member to serve:

- Permanent Fund Review Board
- FAST Planning Policy Board
- \*Legislative Information Group (two members needed)



1101 Cushman Street  
Fairbanks, AK 99701

Telephone (907)450-6604  
Fax (907)450-6666

**DATE:** November 2, 2022  
**TO:** Council Members  
**THROUGH:** Mayor David Pruhs  
**FROM:** Chief Scott Raygor  
**SUBJECT:** Fire Department Promotion

The Fire Department is seeking to change a full-time Clerk to a full-time Administration Assistant.

Although the annual cost of this change will be \$5,390, this request will not require a budget amendment.

# CALENDAR 2023

## 2023 CITY COUNCIL MEETINGS and CITY-OBSERVED HOLIDAY LIST

<b>JANUARY</b>	<b>09</b> <b>23</b>	<b>JULY</b>	<b>10</b> <b>24</b>
<b>FEBRUARY</b>	<b>13</b> <b>27</b>	<b>AUGUST</b>	<b>14</b> <b>28</b>
<b>MARCH</b>	<b>13</b> <b>27</b>	<b>SEPTEMBER</b>	<b>11</b> <b>25</b>
<b>APRIL</b>	<b>10</b> <b>24</b>	<b>OCTOBER</b>	<b>09</b> <b>23</b>
<b>MAY</b>	<b>08</b> <b>22</b>	<b>NOVEMBER</b>	<b>13</b> <b>27</b>
<b>JUNE</b>	<b>12</b> <b>26</b>	<b>DECEMBER</b>	<b>11</b> <b>18</b>

**NOTE:** Any deviation from FGC is a result of City-observed holidays, City Council-approved amendments, budget deadlines, or AML Conference conflicts.

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### 2023 CITY-OBSERVED HOLIDAYS (City Offices Closed)

<b>New Year's Day (Observed)</b>	<b>Monday</b>	<b>January 2, 2023</b>
<b>President's Day</b>	<b>Monday</b>	<b>February 20, 2023</b>
<b>Memorial Day</b>	<b>Monday</b>	<b>May 29, 2023</b>
<b>Independence Day</b>	<b>Tuesday</b>	<b>July 4, 2023</b>
<b>Labor Day</b>	<b>Monday</b>	<b>September 4, 2023</b>
<b>Veterans Day (Observed)</b>	<b>Friday</b>	<b>November 10, 2023</b>
<b>Thanksgiving Day</b>	<b>Thursday</b>	<b>November 23, 2023</b>
<b>Christmas Day</b>	<b>Monday</b>	<b>December 25, 2023</b>

*Meeting Schedule was approved by the City Council on Monday, \_\_\_\_\_, 2022.*

*Golden Heart City*  
Visit us on the web at [www.fairbanksalaska.us](http://www.fairbanksalaska.us)

11/10/2022

*City of Fairbanks*



**MEMORANDUM**

To: City Council Members  
From: David Pruhs, City Mayor  
Subject: Request for Concurrence – Permanent Fund Review Board  
Date: November 9, 2022

---

The three-year term of Seat A on the Permanent Fund Review Board, currently filled by Jennifer Imus, will expire on December 31, 2022. Ms. Imus has applied for re-appointment.

I hereby request your concurrence to the following **reappointment** to the Permanent Fund Review Board:

Seat A: Ms. Jennifer Imus Term to Expire: December 31, 2025

Ms. Imus's application is attached.

Thank you.

dds/



## Board Details

The Permanent Fund Review Board shall advise and make recommendations to the City Council concerning investment policy, strategy, and asset selection and allocation of the permanent fund. The Board may use the services of a professional investment advisor/manager in rendering its advice and recommendations to the City Council.

### Overview

**Size** 5 Seats

**Term Length** 3 Years

**Term Limit** N/A

### Additional

#### Board/Commission Characteristics

The Mayor, with confirmation from the City Council, shall appoint five members to the Permanent Fund Review Board. Members shall possess some background in any one or more fields in accounting, banking, financial investment advisement, securities regulation, public finance, or other similar professional fields regulated by the State of Alaska or other professional or national organizations. Each member shall serve a three-year term.

#### Meetings

The Permanent Fund Review Board was formed in accordance with the Fairbanks Home Rule Charter, Section 8.8(b). Meetings are held quarterly at City Hall in the Council Chambers and are open to the public. Special meetings may be called by the chairman or by a majority of the members. A majority of the board shall constitute a quorum and a majority shall be necessary to carry any question. Minutes shall be kept as a permanent record of all meetings and shall be filed in the Office of the City Clerk.

#### Enacting Legislation

FGC 2-256 through 2-262

#### Enacting Legislation Website

<http://bit.ly/2EE2wpa>

#### Joint Commission Details

N/A

#### Email the Commission Members

[permanentfundadvisoryboard@fairbanks.us](mailto:permanentfundadvisoryboard@fairbanks.us)



**Profile**

Jennifer

First Name

Imus

Last Name

Email Address

**Mailing Address**

**Are you a City of Fairbanks resident? \***

Yes

Primary Phone

Alternate Phone

**Which Boards would you like to apply for?**

Permanent Fund Review Board: Submitted

**Interests and Experiences**

**Why are you interested in serving on a City board or commission? What experiences can you contribute to the benefit of the board or commission?**

I have served on this board since 2016 and have enjoyed providing perspective as a local banker.

**Please provide a brief personal biography in the space below, or attach a resume.**

I have 23 years of banking experience in Western Alaska and the Interior. I hold a B.A. from Lewis and Clark College, an M.B.A. from University of Alaska Fairbanks and I am a graduate of Pacific Coast Banking School. I am a board member and former board chair of the Greater Fairbanks Chamber of Commerce. I serve on several advisory boards, including the University of Alaska Museum of the North Advisory Council, Alaska Airlines Community Advisory Board, and Alaskan Command Civilian Advisory Board.

**List any professional licenses or training you believe are relevant to the seat you are applying for.**

Over 20 years in the Fairbanks business community.

*City of Fairbanks*



**MEMORANDUM**

To: City Council Members  
From: David Pruhs, City Mayor  
Subj: Request for Concurrence – Chena Riverfront Commission  
Date: October 31, 2022

---

The three-year terms of two of the City-represented seats on the Joint City/Borough Chena Riverfront Commission will expire on December 31, 2022. The incumbents, Julie Jones and Buki Wright, have applied for reappointment.

I hereby request your concurrence to the following **reappointments**:

Julie Jones	Term to Expire: December 31, 2025
Buki Wright	Term to Expire: December 31, 2025

Application materials are attached.

Thank you.

dds/



## Board Details

The Chena Riverfront Commission is charged with the planning and development of riverfront property along the Chena River from Fort Wainwright to the confluence of the Chena and Tanana rivers. The Commission is a joint Commission between the City of Fairbanks and the Fairbanks North Star Borough per FNSB Code and City Code. The Commission is supported administratively by the FNSB Community Planning Department and under the Fairbanks General Code, Division 10, Section 2. This Commission is up for reauthorization every six years, by ordinance.

### Overview

**Size** 4 Seats

**Term Length** 3 Years

**Term Limit** N/A

### Additional

#### Board/Commission Characteristics

The Chena Riverfront Commission shall consist of nine people who are residents of the Borough. The Borough Mayor shall appoint five members, who shall be confirmed by the Assembly. The City Mayor shall appoint four members, who shall be confirmed by the City Council. The terms of office shall be three years.

#### Meetings

The Chena Riverfront Commission shall meet at least once quarterly. A quorum of the Commission shall consist of five members. Approval of an action of the Commission shall require a majority of affirmative votes of the members present.

#### Enacting Legislation

FGC 2-421 through 2-431

#### Enacting Legislation Website

<http://bit.ly/2A6SvgM>

#### Joint Commission Details

This is a Joint Commission with appointments from multiple jurisdictions. Only City-appointed seats are listed on the membership roster. If there is a vacancy for one of the four City-appointed seats, you may apply through this website. For a complete member listing, visit the Fairbanks North Star Borough website at <https://bit.ly/3iNpkrW>.

#### Email the Commission Members

N/A



**Profile**

Julie Jones  
First Name Last Name

[Redacted]  
Email Address

**Are you a City of Fairbanks resident? \***

No

[Redacted] [Redacted]  
Primary Phone Alternate Phone

**Which Boards would you like to apply for?**

Clay Street Cemetery Commission: Submitted  
Joint FNSB - Chena Riverfront Commission: Submitted

**Interests and Experiences**

**Why are you interested in serving on a City board or commission? What experiences can you contribute to the benefit of the board or commission?**

My passion for Fairbanks history and more than 16 years of experience with Festival Fairbanks gives me a unique historic perspective. I will continue to work for the common good of all Fairbanks residents while making Fairbanks a better place to live. I am good with bookkeeping and can help with board financial questions when necessary as well as keeping records and minutes.

**Please provide a brief personal biography in the space below, or attach a resume.**

Julie Jones has served as Executive Director for Festival Fairbanks since 2012 and has more than 16 years experience working with the programs of Festival Fairbanks. She works in her spare time as the Managing Director of the Palace Theatre in Pioneer Park and has been with the Company for more than 28 years. She serves on the Chena Riverfront Commission, and the Clay Street Cemetery Commission. She has lived in Fairbanks on and off since 1976 and graduated school here. She has a passion for Fairbanks history and the health of downtown Fairbanks.

**List any professional licenses or training you believe are relevant to the seat you are applying for.**

Julie's work experience in downtown Fairbanks on landscaping, beautification, and historic recognition events, public speaking, and bookkeeping serve as experience for these commissions.

**Profile**

Buki \_\_\_\_\_ Wright \_\_\_\_\_  
First Name Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Suite or Apt

Fairbanks \_\_\_\_\_  
City

AK \_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code

**Mailing Address**

\_\_\_\_\_

**Are you a City of Fairbanks resident? \***

No

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

**Which Boards would you like to apply for?**

Joint FNSB - Chena Riverfront Commission: Submitted

**Interests and Experiences**

**Why are you interested in serving on a City board or commission? What experiences can you contribute to the benefit of the board or commission?**

I have served on the CRFC for many years. I was appointed to this commission by Mayor Strl. I have always worked in downtown Fairbanks. The river is an integral part of our community life. It is important that all residents and visitors are able to enjoy and use the river throughout the year. As former President of Aurora Energy, I have a unique perspective on the river's value to the community. I would be honored to serve for another term.

**Please provide a brief personal biography in the space below, or attach a resume.**

First arrived in Fairbanks in 1974. Met my wife (Peggy) here. All three children and four (so far) grandchildren were born here. I have been part of downtown Fairbanks in different capacities over the years. Most recently, as President of Aurora Energy from 2000 - 2018. Currently on the Board of Directors of Downtown Association of Fairbanks, Polaris Working Group, Borough Working Group developing Downtown Fairbanks Plan. Former President, CEO, Board Member and Chairman of Greater Fairbanks Chamber of Commerce

List any professional licenses or training you believe are relevant to the seat you are applying for.

---

See comments above

*City of Fairbanks*



**MEMORANDUM**

To: City Council Members  
From: D. Danyielle Snider, City Clerk   
Subject: Recommendation for Reappointment to the FNSB Planning Commission  
Date: October 28, 2022

---

The term of one of the three City-represented seats on the FNSB Planning Commission, Seat J, will expire on December 31, 2022. Currently, Mr. Joseph Collier occupies the seat and has applied to continue serving.

FNSB Code of Ordinances Section 4.80.010A states:

*The appointments of members from the cities shall be selected from a list of recommendations submitted to the Borough Mayor by the city councils.*

By approving this memorandum, the Council recommends to the Borough Mayor the reappointment of Mr. Collier to the FNSB Planning Commission with a term to expire on December 31, 2025.

Mr. Collier's application is attached.

Thank you.




## Board Details

The powers and duties of the Fairbanks North Star Borough (FNSB) Planning Commission are as outlined in FNSBC Chapter 4.80.

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## Overview

 **Size** 3 Seats

 **Term Length** 3 Years

 **Term Limit** N/A

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## Additional

**Board/Commission Characteristics**

The FNSB Planning Commission shall consist of 11 members. Commission membership shall be apportioned so that the number of members from the cities of Fairbanks and North Pole reflects the proportion of the Borough population residing within those cities as determined by the Borough Assembly from time to time. Members shall be appointed by the Borough Mayor, subject to confirmation by the Assembly. The appointments of members from the cities shall be selected from a list of recommendations submitted to the Borough Mayor by the City Councils. Members appointed from outside the cities shall be as presentative of the various geographic areas of the Borough as practical. The Borough Mayor, Planning Director and Engineer shall be ex officio members of the Commission with privilege of the floor but shall have no vote on any matter. In addition to the eligibility and qualifications requirements in FNSBC 4.04.040, the assembly shall not confirm the appointment or selection of a local elected official serving on the assembly or a mayor. Any sitting planning commissioner who is elected or appointed as an assembly member or mayor shall resign as a planning commissioner on or prior to being sworn in to the new position.

**Meetings**

The Commission shall annually elect from its membership a chairman and vice chairman and shall adopt rules for the conduct of its meetings. Robert's Rules of Order (newly revised) shall apply unless different rules are adopted by the Commission and approved by the Assembly. Meetings of the Commission are public in accordance with AS 44.62 and minutes shall be kept. Minutes of the Commission shall be filed with the Borough Clerk. Records of the Commission shall be retained as public records within the Planning Department. Six members of the Commission shall constitute a quorum. All Commission actions shall be by vote of a majority of the Commission's membership who are present and voting.

**Enacting Legislation**

FNSBC 4.80.010 - 4.80.060

**Enacting Legislation Website**

<http://bit.ly/2A7yw11>

**Joint Commission Details**

The Planning Commission is a FNSB Commission with appointments from multiple jurisdictions. Only City-recommended seats are listed on the City's membership roster. If there is a vacancy for one of the three City-recommended seats, you may apply through this website. For a complete member listing, visit the Fairbanks North Star Borough website at <https://bit.ly/3j3DSnz>.

**Email the Commission Members**

N/A

**Profile**

Joseph

First Name

Collier

Last Name

Email Address

**Mailing Address**

**Are you a City of Fairbanks resident? \***

Yes

Primary Phone

Alternate Phone

**Which Boards would you like to apply for?**

FNSB - Planning Commission: Submitted

**Interests and Experiences**

**Why are you interested in serving on a City board or commission? What experiences can you contribute to the benefit of the board or commission?**

I would like to be involved in the planning and growth of this community. I know that a well-thought-out plan is critical to the sustained growth of any community and I prefer to be an active participant in the process.

**Please provide a brief personal biography in the space below, or attach a resume.**

I am a local building contractor with more than thirty years experience in the trades

**List any professional licenses or training you believe are relevant to the seat you are applying for.**

State of Alaska General Contractor License #196675



DISCRETIONARY FUND COMMITTEE  
WRAP-UP MEETING MINUTES  
JANUARY 19, 2022, 12:00 P.M.  
HELD VIA TELECONFERENCE AND AT  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Discretionary Fund Committee convened at 12:00 p.m. on the above date to conduct a Wrap-up Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska and via teleconference with Chair Lonny Marney (Seat F) presiding and with the following members in attendance:

Members Present:                   Katheryn Fitzgerald, Seat A  
  Samantha Kirstein, Seat C  
  Traci Gatewood, Seat D (remotely)

Members Absent:                   Ron Woolf, Seat B  
  Rachael Kvapil, Seat E

Also Present:                       D. Danyielle Snider, City Clerk  
  Margarita Bell, Chief Financial Officer

**APPROVAL OF MEETING MINUTES**

a)       Distribution Meeting Minutes of December 20, 2021

**Ms. Kirstein**, seconded by **Ms. Fitzgerald**, moved to APPROVE the Meeting Minutes of December 20, 2021.

**Ms. Fitzgerald** stated that the name of the basketball organization on page one should be corrected to read, "Interior Youth Basketball Association." The correction was noted by the Clerk.

**Ms. Gatewood** stated that the spelling of her first name on page one should be corrected. The Clerk noted the correction.

With no objection, the minutes were APPROVED, as corrected.

**PUBLIC COMMENT** (limited to three minutes)

No members of the public provided comments.

**NEW BUSINESS**

a)       Review of Discretionary Fund Grant Application and Committee Process

**Ms. Gatewood** stated that because so many applicants were disqualified in the recent grant process, she hoped there could be a Q&A session for applicants implemented prior to the grant



deadline. She suggested that the Committee also develop some type of FAQ document to help applicants avoid common mistakes in their grant applications. She stated that the application asks applicants how they plan to promote or enhance tourism or contribute to economic growth, but it does not ask to what degree they plan to do so. She suggested a possible modification to that portion of the application. **Ms. Gatewood** stated that she is open to a discussion on a potential appeals process, but she would like to head things off before an appeal process is needed. She stated she would like to ensure that everyone has an opportunity to be considered for funding and not be disqualified before they are given a chance.

**Ms. Kirstein** expressed agreement with Ms. Gatewood's comments. She distributed a memo she had written with some suggestions to improve the process. She stated the basic idea is to implement a mandatory meeting prior to the grant application period, and she read aloud a paragraph from the memo. **Ms. Kirstein** stated that another idea is to make the purpose of the grant clearer to applicants before they apply, and she read aloud another portion of her memo. She spoke also to the limited amount of funds available for the Discretionary Grant. She expressed appreciation for Mr. Woolf's prior comments in favor of keeping the process simple, but she stated that the Committee needs to be clear with its guidelines. She stated that if an appeal process comes about, it should be a training tool – not just a duel with winners and losers. She stated that she is open to more discussion about the issue.

**Chair Marney** commented that if issues are headed off up front, an appeal process may not be needed.

**Ms. Kirstein** gave commendations to Chief Financial Officer (CFO) Margarita Bell for all her work and stated that she is an asset to the process and to the City. She suggested that perhaps applicants could send a copy of their draft application to CFO Bell for review before formally submitting it to the Clerk's Office.

**Ms. Fitzgerald** stated that the application process has been so simplified, she does not know how it could be simpler. She attributed many of the application errors to carelessness. She stated that the application contains a shaded box with a checklist of all the requirements. She stated that she has mixed feelings about offering training to applicants and shared that she did not want to require more time of City staff. **Ms. Fitzgerald** pointed out that several of the organizations that were disqualified were not new to the Discretionary Grant process and stated that she would not be opposed to providing applicants with some FAQs. She commented that offering a training session will likely generate more applicants and clarified that is not a bad thing, but there is still only \$270,000 total dollars to distribute. **Ms. Fitzgerald** spoke about how local organizations interact with the Fairbanks Convention and Visitors Bureau (d/b/a Explore Fairbanks), and she spoke about the funding the City allocates to the FCVB each year. **Ms. Fitzgerald** reiterated that there needs to be more effort and diligence on the part of the applicant to submit a complete application, and she spoke in opposition to allowing applicants to submit a draft for review. She shared some personal experiences she had with the Discretionary Fund process as an applicant. She shared that she is not in favor of an appeal process because the process is already very simple. **Ms. Fitzgerald** explained how the requirement on the application regarding miscellaneous income and expenses came about two years prior. She stated that applicants that were rejected will not make the same

mistakes again. She reiterated that she is against creating an appeal process, but she supports training, if necessary.

CFO Bell stated that she liked several of the members' comments and suggestions. She explained that she tries not to put the City in the position of responsibility in regard to the materials submitted with applications. She stated that City staff could do a Q&A session about two weeks before the application deadline to help applicants avoid common mistakes. CFO Bell indicated that it is likely something that could be done in about an hour and would not take a lot of staff time; she added that it would not change the grant process. **Ms. Fitzgerald** asked whether City staff or Committee members would handle the Q&A session. CFO Bell recommended that the Committee stay away from the Q&A process to avoid conflicts of interest; she stated that the Finance Department would handle it. **Ms. Fitzgerald** asked how many inquiries CFO Bell receives during an application period. CFO Bell stated that she usually receives calls from 2 or 3 different agencies, but some agencies call multiple times. **Ms. Fitzgerald** stated that she would not want to spend time telling someone how to write their grant application. She asked Ms. Bell whether she would still take such calls if the Q&A session was implemented. CFO Bell replied that she would still take calls from applicants. **Ms. Fitzgerald** agreed that a Q&A session should be separated from the Committee.

**Ms. Kirstein**, second by **Ms. Gatewood**, moved to add a Q&A session prior to the grant application deadline.

**Chair Marney** called for objection to the motion to add a Q&A session and, hearing none, declared the motion PASSED.

In response to a question about how potential applicants would be notified of the Q&A session, Clerk Snider stated that the information would be included in the application guidelines, on the City's website, and in the published public notice for the Discretionary Fund Grant.

b) Review of Discretionary Fund Committee Policies and Procedures

Members did not discuss or make any changes to the Committee's Policies and Procedures.

**NEXT MEETING**

**Chair Marney** opened the floor to suggestions for a November 2022 Preliminary Meeting date. **Ms. Fitzgerald** stated that she will no longer be on the Committee at that time. It was agreed by all members that the Clerk would send a Doodle Poll out to members in August to determine the best date to meet in November.

**Ms. Fitzgerald** asked whether there had been any discussion at the City Council level about increasing the amount of the Discretionary Fund; she asked also about the process to do so. CFO Bell stated that an ordinance would be required to make such a change, which would take two readings before the City Council. She clarified that it would not have to wait to be done during a budget process, but if an ordinance to increase the amount was passed, a budget amendment would have to follow.

**Chair Marney** stated that he is not planning to wait until September to introduce something; he stated, however, that he has more work to do on the item.

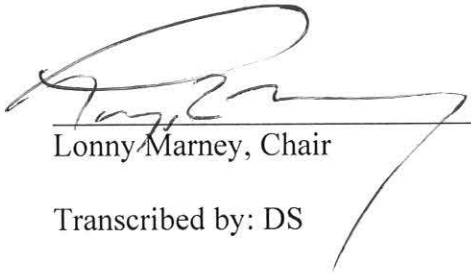
**Ms. Gatewood** asked whether she could drop off her copies of application packets to the City Clerk's Office to be destroyed; Clerk Snider replied that she could.

**Mr. Marney** personally thanked Committee members for their hard work and service, and specifically mentioned Ms. Fitzgerald and Mr. Woolf whose terms would expire over the summer.

**ADJOURNMENT**

**Ms. Kirstein**, seconded by **Ms. Fitzgerald**, moved to ADJOURN the meeting.

**Chair Marney** called for objection and hearing none, declared the meeting ADJOURNED at 12:45 p.m.



Lonny Marney, Chair



Diana Hebel, Deputy City Clerk I

Transcribed by: DS



CLAY STREET CEMETERY COMMISSION  
 REGULAR MEETING MINUTES – SEPTEMBER 7, 2022  
 HELD VIA ZOOM WEBINAR AND  
 IN FAIRBANKS CITY COUNCIL CHAMBERS  
 800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:00 p.m. on the above date to conduct a Regular Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via teleconference with **Chair Aldean Kilbourn (Seat C)** presiding via Zoom and with the following members in attendance:

Members Present: George Dalton, Seat A  
 Janet Richardson, Seat D (Zoom)  
 Julie Jones, Seat E (Zoom)  
 Karen Erickson, Seat F  
 Jeff Jacobson, Public Works Director (Zoom)

Absent: Michael Gibson, Seat B  
 Vacant, Seat G

Also Present: Rochelle Rodak, Deputy City Clerk II

**APPROVAL OF MEETING MINUTES**

a) Regular Meeting Minutes of August 3, 2022

**J. Jones**, seconded by **K. Erickson**, moved to APPROVE the meeting minutes.

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

**APPROVAL OF AGENDA**

**G. Dalton**, seconded by **J. Richardson**, moved to APPROVE the agenda.

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

**EVENTS & PUBLIC RELATIONS**

**Chair Kilbourn** shared that students from the Barnette School had visited the Cemetery and assisted in raking leaves and cleaning around headstones. She added that they planned to return the following week.

**FINANCIAL REPORT**

a) August 2022 Capital Fund Balance Report

Discussion was had regarding the local prices and availability of pea gravel. **J. Jacobson** shared that it could be purchased by the pallet for \$6.78 per sixty-pound bag.

**K. Erickson**, seconded by **G. Dalton**, moved to APPROVE the purchase of fifty bags of pea gravel to be paid from the Capital Fund balance.

**Chair Kilbourn** took a voice vote on the motion to APPROVE the purchase of fifty bags of pea gravel to be paid from the Capital Fund balance, and all members voted in favor.

b) August 2022 Room Rental Tax Balance Report

**J. Jacobson** noted that two final purchases had been made to finish the kiosk projects in the amount of \$750.47, and that purchase was not reflected in the reported balance.

Discussion was had regarding how many markers could be purchased with remaining grant funds.

**Chair Kilbourn** asked Deputy Clerk Rodak to speak to the financial reports. Deputy Clerk Rodak explained the funds presented and the reported expenditures. She added that there would be additional expenditures for the kiosk after the Commission assigns which account to pay from.

### UNFINISHED BUSINESS

a) Kiosk Rebuild Updates

**J. Jacobson** stated that the last two purchases were made to attach the new plexiglass and make it easier to open. He added that the Commission members could schedule a time with the City carpenter to arrange their new documents in the following week.

b) 2022 Room Rental Tax Remaining Expenditures

**J. Jones** felt that the remaining funds could purchase 19 more markers, adding that, if necessary, she would have any overflow billed separately to be paid from Capital Funds.

c) Quiring Monuments Recent Order Update

**J. Jones** reported that the company was researching the availability of stones to complete the order.

### NEW BUSINESS

a) Recommendation to the Fairbanks City Council to Amend FGC Chapter 2, Article III

**Chair Kilbourn** announced that the recommendation and proposed edits had been discussed outside of the public meeting. She added that the changes would greatly improve the Commission's ability to recruit volunteers that are willing and physically able to assist at the Cemetery.

**Chair Kilbourn**, seconded by **K. Erickson**, moved to APPROVE the recommendation to the Fairbanks City Council to Amend FGC Chapter 2, Article III by broadening the requirements of Commission members to allow for all members to be at-large and to require that they have the ability to either perform the research or physical labor necessary for the success of the Commission.

**Chair Kilbourn** took a voice vote on the motion to APPROVE the recommendation to the Fairbanks City Council to Amend FGC Chapter 2, Article III by broadening the requirements of Commission members to allow for all members to be at-large and to require that they have the ability to either perform the research or physical labor necessary for the success of the Commission, and all members voted in favor.

b) GPR Discovery

**J. Richardson** shared that the GPR readings had located four areas where small items appeared to be buried only few feet below the surface; however, when Alex from Public Works excavated the areas, nothing was found.

**OPEN AGENDA**

a) Masonic Lodge Records

**K. Erickson** asked if a letter should be sent to the Masonic Lodge as she had been unable to contact anyone in person or by phone. **J. Richardson** shared that she had recently met a woman whose husband was a Mason, and she was going to help get access to the Mason's older records.

b) December Meeting

**Chair Kilbourn**, seconded by **K. Erickson**, moved to CANCEL the regularly scheduled Clay Street Cemetery Commission meeting in December.

**Chair Kilbourn** took a voice vote on the motion CANCEL the regularly scheduled Clay Street Cemetery Commission meeting in December, and all members voted in favor.

**NEXT MEETING DATE**

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, October 5, 2022, at 5:00 p.m.

**ADJOURNMENT**

**Chair Kilbourn** declared the meeting ADJOURNED at 5:41 p.m.



Aldean Kilbourn, Chair



Rochelle Rodak, Deputy Clerk II

Transcribed by: RR



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – OCTOBER 5, 2022  
HELD VIA ZOOM WEBINAR AND  
IN FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:00 p.m. on the above date to conduct a Regular Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via teleconference with **Chair Aldean Kilbourn (Seat C)** and with the following members in attendance:

Members Present:           George Dalton, Seat A  
                                  Michael Gibson, Seat B  
                                  Janet Richardson, Seat D  
                                  Julie Jones, Seat E  
                                  Jeff Jacobson, Public Works Director (Zoom)

Absent:                       Karen Erickson, Seat F (excused)  
                                  *Vacant*, Seat G

Also Present:               Rochelle Rodak, Deputy City Clerk II

**APPROVAL OF MEETING MINUTES**

a)     Regular Meeting Minutes of September 7, 2022

**Chair Kilbourn** called for an objection to APPROVE the meeting minutes, and hearing none, so ordered.

**APPROVAL OF AGENDA**

**G. Dalton**, seconded by **J. Richardson**, moved to APPROVE the agenda.

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

**COMMUNICATIONS TO COMMISSION**

a)     Susan Bell Re: EC Cowan

**Chair Kilbourn** shared that S. Bell had been trying to locate a person who shared a name with someone buried at the Franklin Cemetery. **J. Richardson** stated that she had also done some research for S. Bell, and it was clear that it was not the same person she believed it to be.

There was discussion about the inaccessibility of the Franklin Cemetery and the unlikelihood that the Cemetery had not been disturbed by natural forces.

b)     Betsy Robertson Correspondence

**Chair Kilbourn** read into the record a thank you note received from B. Robertson in response to a sympathy card sent to her by the Commission.

## **EVENTS & PUBLIC RELATIONS**

**Chair Kilbourn** reminded members that the December meeting had been cancelled by a vote.

## **UNFINISHED BUSINESS**

a) Update on Recommendation to the City Council to Amend FGC Chapter 2, Article III

Deputy Clerk Rochelle Rodak stated that the Ordinance had been advanced by the City Council on September 26 and would be up for public hearing at the next Regular City Council meeting on October 10, 2022.

**Chair Kilbourn** indicated that she would be present to testify on behalf of the Commission.

b) Masonic Lodge Records Update

**J. Richardson** stated she had no new information.

c) Quiring Monuments Recent Order Update

**J. Jones** asked for clarification regarding the unspent grant funds, and Deputy Clerk Rodak explained that the balance listed in the agenda packet was produced before receiving the most recent invoice. **J. Jones** added that she believed the Commission would need to spend additional funds above the most recent Quiring Monuments order. Deputy Clerk Rodak stated that more invoices had been presented from Public Works and were applied towards that account.

**J. Jones** noted that a private donation marker had also been ordered.

**Chair Kilbourn** stated that the Commission was in the process of coming up with enough markers for another order to be purchased from the City capital projects fund and asked about the approved purchase of pea gravel. **J. Jacobson** reported that the pea gravel had been purchased and was being held at the Public Works facility.

**Chair Kilbourn** asked about the availability of the remaining capital funds, and **J. Jacobson** indicated that because a portion of the funds had been spent during the current year, the remainder would roll over into 2023. **Chair Kilbourn** indicated that there should be one or two more orders ready to place in December.

Discussion was had about incoming donations for markers and the extra charge of \$50 above the previous cost to order a marker.

d) Kiosk Update

**Chair Kilbourn** shared that she had been working with J. Richardson to update the kiosks with burial information and noted that the kiosk displays were not sealed tight enough to keep moisture



and small debris out. **J. Jacobson** stated that he would have City Carpenter Tim Renner make necessary changes.

Discussion was had about laminating the letter-sized sheets, and Deputy Clerk Rodak shared that the City Clerk's Office could assist with that project.

### **NEW BUSINESS**

a) Room Rental Tax Grant Application

**J. Jones** shared that the Annual Report was due to the Finance Department by the end of October and that she would be starting the 2023 application soon.

b) Cemetery Maps

**J. Richardson** showed members the large-sized maps that were to be laminated before being displayed at two kiosks in the Cemetery. She added that City Surveyor Henry Irving had been able to place the GPS marking locations over an aerial photo that had been supplied by Wes Potter, noting that he had been able to situate the maps according to the kiosk location.

**Mr. Dalton**, seconded by **Mr. Gibson**, moved to have the large kiosk maps laminated using City capital project funds.

**Chair Kilbourn** took a voice vote on the motion to APPROVE lamination of the large kiosk maps using City capital project funds, and all members voted in favor.

### **REFERENCE MATERIALS** (informational only)

a) September 2022 Capital Fund Balance Report

b) September 2022 Room Rental Tax Balance Report

### **OPEN AGENDA**

a) Public Works Update

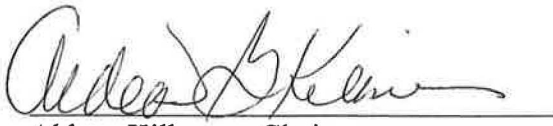
**J. Jacobson** stated that the Public Works department had been working hard to clean up the many homeless camps near the Cemetery. He noted that an adjacent property could possibly be acquired by the City and would then be available for storage, extra parking, seating areas, or other purposes.

### **NEXT MEETING DATE**

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, November 2, 2022, at 5:00 p.m.

**ADJOURNMENT**

**Chair Kilbourn** declared the meeting ADJOURNED at 5:33 p.m.



Aldean Kilbourn, Chair



Rochelle Rodak, Deputy Clerk H

Transcribed by: RR

FAIRBANKS NORTH STAR BOROUGH  
Chena Riverfront Commission  
September 28, 2022  
12:00 p.m.

A regular meeting of the Chena Riverfront Commission was held Wednesday, September 28, 2022, in the Mona Lisa Drexler Assembly Chambers of the Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska.

**ROLL CALL**

There were present:

Julie Jones (arrived 12:18 p.m.)	Kevin Fraley
Buki Wright	Diana Campbell
Lee Wood	Gregory Barker (arrived 12:25 p.m.)
Robert Henszey	Wade Binkley, Vice-Chair

Comprising a quorum of the Commission, and

Kellen Spillman, Community Planning Director, Ex Officio Member  
Kimberly Diamond, Parks Project Coordinator, Ex Officio Member  
Patrick Woolery, AK DOT&PF Representative, Ex Officio Member  
Hanna Thompson, Planner III  
Cullen Mahaffey, Administrative Assistant III, Clerk

Excused

Annette Freiburger, Chair

**MESSAGES**

1. Chair's Comments

Vice-Chair Binkley apologized for being absent from the previous meeting and field trip.

2. Citizens' Comments – limited to three (3) minutes

2.a. Agenda items not scheduled for public hearing

NONE

**MESSAGES – continued**

2.b. Items other than those appearing on the agenda

Joni Scharfenberg, resident of the Borough, commented on bioengineering projects and expressed a concern about a riverfront project near 234 Front Street.

Scott Faulkner, resident of the Borough, commented on observations made about the riparian area between the boat launch at Graehl Park and the bridge on Wendell Avenue.

Mitch Osborne, resident of the Borough, commented on conversations with partners about problems with attempted bioengineering techniques and their interest in restoring the riparian health of a project.

3. Disclosure and Statement of Conflict of Interest

NONE

**APPROVAL OF AGENDA AND CONSENT AGENDA**

WRIGHT, moved to approve the agenda and consent  
Seconded by HENSZEY agenda as read.

VOTE ON MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS READ.

Yeses: Binkley, Campbell, Jones, Henszey, Wood,  
Wright, Fraley

Noes: None

MOTION CARRIED 7 Yeses, 0 Noes

**MINUTES**

1. \*Chena Riverfront Commission meeting minutes from August 24, 2022.

Without objection this measure was read by title and approved under the consent agenda.

## REPORTS

### 1. Communications to the Chena Riverfront Commission.

Hanna Thompson, Planner III, and Kellen Spillman, Community Planning Director, commented on the following:

- Remand of the Mendone Subdivision rezone back to the Planning Commission by the Borough Assembly.
- Upcoming Commission term expirations and renewals.
- Reopening of Chena Wayside.
- Nomination of a project for the boat launch and parking lot at Pioneer Park for funding from FAST Planning.
- Requests for agenda items.

### 2. Status update on the Chena Riverfront Commission project list by Hanna Thompson, Planner III.

Hanna Thompson, Planner III, provided an update on the following:

- Downtown Fairbanks 2040 Plan.
- Search by the Tanana Valley Watershed Association for an executive director.
- River Safety Signage project.

### 3. Status updates on State of Alaska Department of Transportation and Public Facilities (DOT&PF) riverfront projects by John Netardus, AK DOT&PF Representative.

Patrick Woolery, AK DOT&PF Representative, provided updates on the following:

- Right-of-way appraisals and acquisitions.
- Construction schedules.
- Supply chain issues.
- Bioengineering issues.
- Projects completed.
- Lack of river-user impacts.
- Design Study Reports.
- Current condition of a dog park on 2<sup>nd</sup> Avenue and project plans.
- Factors that affect project designs.

## **UNFINISHED BUSINESS**

1. Identify and prioritize 2022-2023 Chena Riverfront Commission projects that support the goals and objectives of the Chena Riverfront Plan and encourage volunteer partnerships and contributions to aid project execution.

Discussion ensued on the following:

- Chena Riverwalk project and other enhancements to the river.
- Downtown Fairbanks 2040 Plan.
- Population loss in the downtown area.
- Chena Riverfront Plan.
- Community outreach regarding homelessness and vandalism at Golden Heart Plaza.
- Community events and a restroom facility at Griffin Park.

## **NEW BUSINESS**

1. Update from the Alaska Department of Transportation and Public Facilities (AK DOT&PF) on a new project within 150' of the Ordinary High Water (OHW) of the Chena River to include upgrades to 2nd Avenue Dog Park access and parking, and portions of the bike path adjacent to the dog park entrance, to include a question-and-answer period and discussion.  
(This item will come back to the Commission at the October 26, 2022 meeting for a possible recommendation to the AK DOT&PF)

Patrick Woolery, AK DOT&PF Representative, stated that he provided the update with the other riverfront projects.

Hanna Thompson, Planner III, and Kellen Spillman, Community Planning Director, provided comments and clarifications on the intent to request a recommendation from the Commission next month.

Commissioners inquired about the timeline for the removal and trimming of plants; Mr. Woolery answered, the anticipated timeline would be during the project before October 1 next year.

Discussion ensued on improvements to the sightline distance and the removal and trimming of plants.

## **EXCUSE FUTURE ABSENCES**

NONE

## COMMISSIONERS' COMMENTS/COMMUNICATIONS

Kimberly Diamond, Parks Project Coordinator, commented on surveying being conducted at Graehl Landing for the Graehl Park Revitalization project.

Kellen Spillman, Community Planning Director, commented on upcoming agenda items and requested that commissioners contact staff and the clerk with requests.

Commissioner Campbell commented on her work on a committee for a project to build a statue of Walter Harper.

Commissioner Fraley apologized for his absence from previous meetings, thanked the public for their comments and commented on the following:

- Improvements to the dog park road.
- Sinking of a sternwheeler and houseboat into a pond near a bridge on Mitchell Expressway.

Vice-Chair Binkley commented on the status of the vessels and the coastguard's jurisdiction to rectify the situation.

Commissioner Henszey inquired about the location of the vessels.

Vice-Chair Binkley stated that the location is at Bear Lake.

Commissioner Henszey commented on the opportunity to camp at Chena Wayside and the inability of commissioners to comment on agenda items when they will be absent from a meeting.

Commissioner Jones praised Commissioner Campbell for the addition of the Walter Harper statue to the Chena Riverwalk and commented on the following:

- Signs for a Tanana Valley Watershed Association project the River Safety Signage project.
- Potential update on elodea from the Fairbanks Soil and Water Conservation District.
- Plans to reapply to the Commission through the City of Fairbanks.
- Riprap at the Wendell Avenue Bridge and on a project on Phillips Field Road.
- Problems with accretion at a walking bridge at Golden Heart Plaza.

Commissioner Wright commented on the following:

- Desire for an update on a parcel that was acquired for the Airport Way (West) Improvements project.
- Importance of being able to experience the river from bridges.
- Appreciation for Vice-Chair Binkley chairing the meeting.

## **COMMISSIONERS' COMMENTS/COMMUNICATIONS – continued**

Vice-Chair Binkley thanked the public for their comments and expressed his desire for commissioners to serve another term.

## **ADJOURNMENT**

There being no further business to come before the Chena Riverfront Commission, the meeting was adjourned at 1:47 p.m.

APPROVED: October 26, 2022