



FAIRBANKS CITY COUNCIL
AGENDA NO. 2023-07
REGULAR MEETING – APRIL 10, 2023
MEETING WILL BE HELD VIA [ZOOM WEBINAR](#) AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA

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.
6. APPROVAL OF AGENDA AND CONSENT AGENDA

Consent agenda items are indicated by asterisks (*). Consent agenda items are considered together unless a council member requests that the item be returned to the general agenda. Ordinances on the approved consent agenda are automatically advanced to the next regular meeting for second reading and public hearing. All other items on the approved consent agenda are passed as final.
7. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - *a) Regular Meeting Minutes of February 27, 2023

8. SPECIAL ORDERS

- a) The Fairbanks City Council will hear interested citizens concerned with the following Liquor License Application for Renewal. Public Testimony will be taken and limited to three minutes.

Lic. #	DBA	License Type	Licensee	Address
5629	Midnite Mine	Beverage Dispensary	Midnight Mine, LLC	308 Wendell Avenue
5764	Midnite Mine Brewing Company	Brewpub	Midnight Mine, LLC	308 Wendell Avenue
725	Midnite Mine	Beverage Dispensary	Midnight Mine, LLC	308 Wendell Avenue
3050	All Star	Restaurant/Eating Place	All Star, LLC	1448 S. Cushman Street

9. MAYOR'S COMMENTS AND REPORT

- a) Special Reports

10. COUNCIL MEMBERS' COMMENTS

11. UNFINISHED BUSINESS

- a) Ordinance No. 6227, as Amended – 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 2023 Operating Budget. Introduced by Council Members Tidwell, Sprinkle, and Rogers. POSTPONED from the Regular Meeting of March 27, 2023; a public hearing was held at that time.
- b) Ordinance No. 6238, as Amended – An Ordinance Amending Fairbanks General Code Sec. 78-572 Special Events by Amending the City Barricade Package Fee and Establishing a Deadline for Permit Applications. Introduced by Mayor Pruhs. POSTPONED from the Regular Meeting of March 27, 2023; a public hearing was held at that time.
- c) Ordinance No. 6239 – An Ordinance Amending Fairbanks General Code Chapter 74, Article V, Section 74-117, Room Rental Tax Purpose and Limitation. Introduced by Mayor Pruhs and Council Members Ringstad and Marney. SECOND READING AND PUBLIC HEARING.
- d) Ordinance No. 6240 – An Ordinance Amending Schedule A of the Collective Bargaining Agreement Between the City of Fairbanks and the International Brotherhood of Electrical Workers Local 1547. Introduced by Mayor Pruhs. SECOND READING AND PUBLIC HEARING.

- e) Ordinance No. 6241 – An Ordinance Amending Schedule A of the Collective Bargaining Agreement Between the City of Fairbanks and the Fairbanks AFL-CIO Crafts Council. Introduced by Mayor Pruhs. SECOND READING AND PUBLIC HEARING.

12. NEW BUSINESS

- *a) Resolution No. 5058 – A Resolution Awarding a Contract to Coldfoot Environmental Services to Demolish the Polaris Building Annex in the Amount of \$1,145,337. Introduced by Mayor Pruhs.
- *b) Resolution No. 5059 – A Resolution Authorizing the City of Fairbanks to Apply for Funds from the United States Department of Justice Office of Community Oriented Policing Services for the FY2023 Law Enforcement Mental Health and Wellness Act. Introduced by Mayor Pruhs.
- *c) Ordinance No. 6242 – An Ordinance Amending Fairbanks General Code Section 46-4(e)(2) to Change the Value of Community Work in Lieu of Fine. Introduced by Mayor Pruhs.

13. DISCUSSION ITEMS (Information and Reports)

- a) Committee Reports

14. WRITTEN COMMUNICATIONS TO THE CITY COUNCIL

- *a) Appointment to the Fairbanks Diversity Council
- *b) Historic Preservation Commission Meeting Minutes of February 7, 2023
- *c) Chena Riverfront Commission Meeting Minutes of February 22, 2023
- *d) Clay Street Cemetery Commission Meeting Minutes of February 1, 2023
- *e) Clay Street Cemetery Commission Meeting Minutes of March 1, 2023

15. COUNCIL MEMBERS' COMMENTS

16. CITY CLERK'S REPORT

17. CITY ATTORNEY'S REPORT

18. EXECUTIVE SESSION

19. ADJOURNMENT



FAIRBANKS CITY COUNCIL
REGULAR MEETING MINUTES, FEBRUARY 27, 2023
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA

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

Council Members Present: Jerry Cleworth, Seat A
June Rogers, Seat B
Sue Sprinkle, Seat C
Crystal Tidwell, Seat D
Lonny Marney, Seat E
John Ringstad, Seat F

Absent: None

Also Present: Margarita Bell, Chief Financial Officer
D. Danyielle Snider, City Clerk
Paul Ewers, City Attorney
Thomas Chard, Deputy City Attorney
Michael Sanders, Chief of Staff
Kristi Merideth, FECC Manager (remotely)
Angela Foster-Snow, HR Director
Rick Sweet, Deputy Police Chief
Nathan Werner, FPD
Scott Raygor, Fire Chief
Clem Clooten, Building Official (remotely)
Brenda McFarlane, Crisis Now Coordinator

INVOCATION

The Invocation was given by City Clerk Danyielle Snider.

FLAG SALUTATION

At the request of Mayor Pruhs, **Mr. Ringstad** lead the Pledge of Allegiance.

CITIZENS' COMMENTS

David van den Berg, Fairbanks Downtown Association – D. van den Berg spoke about the Finance Committee's discussion on barricade packages, adding that his organization has relied on Exclusive Paving to provide traffic control plans for events in the downtown area. He also spoke

in response to a request from Public Works Director Jeff Jacobson to provide a letter of support regarding the purchase of equipment that will help keep the sidewalks free of ice and snow.

Mr. Cleworth asked D. van den Berg to also provide the letter to FAST Planning.

Ms. Rogers asked D. van den Berg if it would be difficult to recuperate increases in traffic planning and barricade costs. D. van den Berg stated he felt that the events would be able to absorb the increases in the first year before increasing vendor fees in subsequent years.

Ms. Sprinkle asked D. van den Berg how many vendors typically participate and if each is required to have a City business license. D. van den Berg confirmed that a City business license is required and that there were over 100 vendors at the 2022 Midnight Sun Festival.

Mr. Marney asked about the services provided by Exclusive Paving. D. van den Berg gave details regarding the traffic control plan and barricade packages, adding that Exclusive Paving had been donating its services for the downtown festivals.

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

APPROVAL OF AGENDA AND CONSENT AGENDA

Ms. Sprinkle, seconded by **Mr. Ringstad**, moved to APPROVE the Agenda and Consent Agenda.

Ms. Sprinkle pulled item 12(a), Resolution No. 5050, from the Consent Agenda.

Mr. Marney pulled item 12(b), Ordinance No. 6237, from the Consent Agenda.

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

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

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

a) Regular Meeting Minutes of January 9, 2023

APPROVED on the CONSENT AGENDA.

b) Regular Meeting Minutes of January 23, 2023

APPROVED on the CONSENT AGENDA.

b) Regular Meeting Minutes of February 13, 2023

APPROVED on the CONSENT AGENDA.

SPECIAL ORDERS

- a) The Fairbanks City Council heard interested citizens concerned with the following Liquor License applications for renewal:

Lic. #	DBA	License Type	Licensee	Address
5877	Lat 65 Brewing Company	Brewery	Latitude 65 Brewing Company, LLC	150 Eagle Avenue
5878	Lat 65 Ciderhouse	Winery	Latitude 65 Brewing Company, LLC	150 Eagle Avenue

Mr. Marney, seconded by **Mr. Ringstad**, moved to WAIVE PROTEST on the Liquor License applications for renewal.

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

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

YEAS: Cleworth, Marney, Tidwell, Ringstad, Sprinkle, Rogers

NAYS: None

Mayor Pruhs declared the MOTION CARRIED.

- b) The Fairbanks City Council heard interested citizens concerned with the following Liquor License application for transfer of ownership, location, and name change and Restaurant Designation Permit:

Type/License: Beverage Dispensary, License #4530
DBA: Blue Flame Bar and Grill
Applicant: Midnight Sun Catering Services, LLC
Location: 95 10th Avenue, Fairbanks
From Owner: Pacific Rim Associates 1, LLC
From DBA: The Event Center & Lounge
From Location: 1288 Sadler Way, Fairbanks

Mr. Ringstad, seconded by **Mr. Marney**, moved to WAIVE PROTEST on the Liquor License application for transfer of ownership, location, and name change and Restaurant Designation Permit.

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

Ms. Sprinkle asked about the lengthy list of trespass violations. Fairbanks Emergency Communications Center (FECC) Manager Kristi Meredith explained that the call list includes all incidents from the reported address, which may include incidents that are unrelated to the business.

Mayor Pruhs explained that both businesses had recently changed ownership, and the liquor license was being transferred to the new location. He added that it would not be operating as a restaurant and bar until the transfer is complete.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO WAIVE PROTEST ON THE LIQUOR LICENSE APPLICATION FOR TRANSFER OF OWNERSHIP, LOCATION, AND NAME CHANGE AND RESTAURANT DESIGNATION PERMIT AS FOLLOWS:

YEAS: Marney, Ringstad, Cleworth, Sprinkle, Rogers, Tidwell

NAYS: None

Mayor Pruhs declared the MOTION CARRIED.

- c) The Fairbanks City Council heard interested citizens concerned with the following Marijuana License application for transfer of ownership.

Type/License: Retail Marijuana Store, License #30593

DBA: Pipe and Leaf: Premium Alaskan Cannabis

Applicant: Pipe and Leaf, LLC (transfer of controlling interest only)

Location: 899 Old Steese Highway, Fairbanks

Ms. Sprinkle, seconded by **Ms. Tidwell**, moved to WAIVE PROTEST on the Marijuana License application for transfer of ownership.

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

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO WAIVE PROTEST ON THE MARIJUANA LICENSE APPLICATION FOR TRANSFER OF OWNERSHIP AS FOLLOWS:

YEAS: Tidwell, Sprinkle, Ringstad, Marney, Rogers, Cleworth

NAYS: None

Mayor Pruhs declared the MOTION CARRIED.

MAYOR'S COMMENTS AND REPORT

Mayor Pruhs congratulated FECC Manager K. Meredith on filling one of the vacant dispatch positions. He went on to share information about the upcoming Citizen Engagement Academy, including details regarding eligibility and registration. **Mayor Pruhs** welcomed City Attorney appointee Thomas Chard and thanked City Attorney Paul Ewers for his service and dedication to the City of Fairbanks. He added that Mr. Ewers had been an integral part of his understanding of municipal law and that he would be greatly missed by many – perhaps most of all by the City Clerk. **Mayor Pruhs** shared that he recently traveled to Juneau to request funding from the State of Alaska for the demolition of the Polaris Building, adding that the Polaris Working Group would be meeting with adjacent property owners in the following week. He happily announced that an agreement was finally reached with the Environmental Protection Agency (EPA) regarding the demolition of the Polaris Building Annex.

COUNCIL MEMBERS' COMMENTS

Mr. Ringstad referenced Fairbanks City Council meeting minutes from April 26, 1965, where his grandmother, Sylvia Ringstad, made a motion, unanimously approved by the Council, expressing appreciation of the then-retiring City Attorney.

Mr. Ringstad, seconded by **Ms. Rogers**, moved to show unanimous appreciation for City Attorney Paul Ewers.

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

Mr. Marney stated he had no comments.

Ms. Tidwell wished Attorney Ewers the greatest retirement and thanked him for his service.

Ms. Sprinkle stated she was happy to have been invited to the Housing and Homeless Coalition meeting, adding that she had been impressed with the number of organizations working together to make the City of Fairbanks better for all its citizens.

Ms. Rogers expressed her admiration for Attorney Ewers, adding her hope that he would use his free time in retirement to join some of the committees where she served. She warned Deputy City Attorney Chard that she would be calling him often for assistance. **Ms. Rogers** shared that she had also attended the Housing and Homeless Coalition meeting and that Brenda McFarlane played a central role in keeping the various local organizations working together. She shared some updates regarding the Opioid Work Group and efforts in the community to address the various issues facing less fortunate people.

Mr. Cleworth shared that he had spoken with former City Engineering Department employee, Jerry Colp, who informed him that the current City Engineer, Bob Pristash, had been awarded Engineer of the Year. He congratulated Mr. Pristash for his accomplishments.

UNFINISHED BUSINESS

- a) Ordinance No. 6234 – An Ordinance Amending the 2023 Operating and Capital Budgets for the First Time. Introduced by Mayor Pruhs. SECOND READING AND PUBLIC HEARING.

Mr. Ringstad, seconded by **Ms. Sprinkle**, moved to ADOPT Ordinance No. 6234.

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

Mr. Cleworth recommended the Council consider transferring more funds to Capital in the future. He noted that the State no longer contributes to the Capital Projects Fund, and it may be wise to add to it while the General Fund balance is healthy. He stated he mentioned the idea to the Chief Financial Officer, who recommended waiting until the completion of the annual audit.

Ms. Sprinkle asked about the budget line item with \$250,000 for snow removal. **Mayor Pruhs** explained that the funds may be needed soon and approving the item now will ensure funds are available when needed.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADOPT ORDINANCE NO. 6234 AS FOLLOWS:

YEAS: Tidwell, Cleworth, Marney, Ringstad, Sprinkle, Rogers
NAYS: None
Mayor Pruhs declared the MOTION CARRIED and Ordinance No. 6234 ADOPTED.

- b) Ordinance No. 6235 – An Ordinance Amending Fairbanks General Code Chapter 2, Article II, Section 2-118 Work Sessions and Council Committees and Section 2-118.1 Council Finance Committee. Introduced by Council Member Cleworth. SECOND READING AND PUBLIC HEARING.

Mr. Marney, seconded by **Mr. Ringstad**, moved to ADOPT Ordinance No. 6235.

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

Mr. Cleworth explained the history behind the proposed changes to the Finance Committee, adding that it was important to clarify the difference between Finance Committee meetings and Work Sessions. He added that the public members appointed to the Finance Committee would remain the same.

Mayor Pruhs stated that he would appoint Ms. Sprinkle and Mr. Ringstad to serve on the Finance Committee.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADOPT ORDINANCE NO. 6235 AS FOLLOWS:

YEAS: Cleworth, Marney, Ringstad, Sprinkle, Rogers, Tidwell
NAYS: None
Mayor Pruhs declared the MOTION CARRIED and Ordinance No. 6235 ADOPTED.

- c) Ordinance No. 6236 – An Ordinance Amending Fairbanks General Code Chapter 54 Procurement. Introduced by Mayor Pruhs. SECOND READING AND PUBLIC HEARING.

Ms. Sprinkle, seconded by **Mr. Ringstad**, moved to ADOPT Ordinance No. 6236.

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

Ms. Sprinkle asked about the use of the terms *must*, *may*, and *shall*. **Mr. Cleworth** stated that he was not convinced the best choices had been used. He added that he had reviewed the document with the Attorney Ewers and stated that if there were issues in the future, the language could be changed; he asked Attorney Ewers for confirmation. Attorney Ewers stated that the Council could change any of the verbiage at any time.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADOPT ORDINANCE NO. 6236 AS FOLLOWS:

YEAS: Ringstad, Tidwell, Rogers, Sprinkle, Marney, Cleworth

NAYS: None

Mayor Pruhs declared the MOTION CARRIED and Ordinance No. 6236 ADOPTED.

NEW BUSINESS

- a) Resolution No. 5050 – A Resolution Authorizing The City of Fairbanks to Submit Project Questionnaires On Behalf Of Golden Heart Utilities For The Alaska Department Of Environmental Conservation Clean Water State Revolving Fund. Introduced by Mayor Pruhs.

Ms. Sprinkle, seconded by **Mr. Ringstad**, moved to APPROVE Resolution No. 5050.

Mayor Pruhs asked the representatives from Golden Heart Utilities to come forward.

Steve Offenborn and Marc Harmon, Golden Heart Utilities (GHU) Representatives – S. Offenborn spoke in favor of Resolution No. 5050, explaining that the Wastewater Treatment Plant is leased from the City of Fairbanks. He stated that its status as a publicly owned facility provides an opportunity to obtain funding for necessary upcoming projects at a low interest rate. He added that the lower interest rate would allow the Utility to complete the upgrade with a minimal increase in user fees. He clarified that the City would not be obligated to provide any funding for the project.

Mr. Ringstad, seconded by **Ms. Tidwell**, moved to AMEND Resolution No. 5050 by changing the cost of ultraviolet disinfection from \$4,000,000 to \$5,000,000.

Ms. Sprinkle asked for more information regarding the questionnaire. S. Offenborn stated that the questionnaire is a requirement for the GHU to be ranked on the list of project priorities throughout the State of Alaska.

Mr. Cleworth asked why GHU had stopped the sale of used woodchips as compost. S. Offenborn replied that the Polyfluoroalkyl (PFAS) levels in the wood chips exceeded the allowable limit for public sale, adding that they were considering ways of incinerating them. **Mr. Cleworth** spoke about historical issues with the woodchips and asked if the groundwater was still being monitored. M. Harmon stated that it was. **Mr. Cleworth** stated he felt it was shameful to waste a valuable compost by burning it up. M. Harmon shared that they planned to offset the cost of heating the facility by utilizing some of the heat generated from burning the chips.

Ms. Rogers asked if the relationship between the City and GHU would ultimately help keep the cost of water services down for the citizens of Fairbanks; M. Harmon agreed that it would.

Mr. Marney asked that the Council be kept informed on the progress of the various projects.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AMEND RESOLUTION NO. 5050 BY CHANGING THE COST OF ULTRAVIOLET DISINFECTION FROM \$4,000,000 TO \$5,000,000 AS FOLLOWS:

YEAS: Marney, Cleworth, Ringstad, Tidwell, Rogers, Sprinkle

NAYS: None

Mayor Pruhs declared the MOTION CARRIED.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE RESOLUTION NO. 5050, AS AMENDED, AS FOLLOWS:

YEAS: Sprinkle, Rogers, Cleworth, Marney, Ringstad, Tidwell

NAYS: None

Mayor Pruhs declared the MOTION CARRIED and Resolution No. 5050, as Amended, APPROVED.

c) Ordinance No. 6237 – An Ordinance Authorizing Lease of City-Owned Real Property to Yukon Quest International Ltd. Introduced by Mayor Pruhs.

Mr. Marney, seconded by **Ms. Sprinkle**, moved to ADVANCE Ordinance No. 6237.

Mr. Marney expressed concerns about the past due amounts owed by Yukon Quest and asked if that had been considered. CFO Margarita Bell stated that the new lease incorporated the past due amounts, adding that the organization would be current within the year.

Mayor Pruhs stated that both parties were aware of the delinquencies, and the new lease addresses the outstanding debt. He added that he would be checking for compliance each month.

Ms. Rogers recognized the difficulties experienced by the Yukon Quest but stated that she felt they were the best tenant for the location.

Ms. Sprinkle stated that the organization has new management, and she is hopeful there will be positive changes.

Mr. Marney agreed that the organization is a good fit for the property but added his concern about the history of delinquent payments.

Mr. Cleworth expressed concerns regarding the responsibility of operational expenses, adding that it would help to have a definitions for “major mechanical” and “extraordinary replacements,” language used in the lease. He noted that a new roof could cost more than the rental income,

questioning whether the City should be a landlord. He asked if it might be more appropriate to sell the property.

Mayor Pruhs stated that the City would be responsible for mechanical system failure, or log repair or replacement, but broken windows and minor repairs would fall under the responsibility of the tenant. He added that he would like to see the organization have at least two years in good standing before transferring ownership, adding that he would like to avoid having the property deteriorate and become an issue for the Council in the future.

Ms. Rogers agreed with Mayor Pruhs' assessment of the situation.

Ms. Sprinkle added that the Yukon Quest organization provides an asset to the City and should be supported.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADVANCE ORDINANCE NO. 6237 AS FOLLOWS:

YEAS: Sprinkle, Cleworth, Ringstad, Marney, Tidwell, Rogers

NAYS: None

Mayor Pruhs declared the MOTION CARRIED and Ordinance No. 6237 ADVANCED.

DISCUSSION ITEMS (INFORMATION AND REPORTS)

a) Committee Reports

Ms. Sprinkle shared her excitement about the progress on the Polaris Building demolition project. She stated she attended the Chena Riverfront Commission meeting and had been asked to provide a report from the engineers explaining what the City was doing regarding drainage.

Ms. Rogers stated that she had reported on committees earlier in the meeting.

Mr. Cleworth shared updates from FAST Planning, adding that many local entities had submitted project plans to be completed with the congestion, mitigation, and air quality (CMAQ) funding. He added that the Technical Committee will evaluate the proposals prior to giving a recommendation to the Policy Board.

Ms. Tidwell stated she had no committee reports.

Mr. Marney stated that he attended the Explore Fairbanks Board of Directors meeting and that they had been experiencing some security issues at the Morris Thompson Cultural and Visitors Center.

Mr. Ringstad stated he had no committee reports.

WRITTEN COMMUNICATIONS TO THE CITY COUNCIL

a) Memorandum Regarding Appointment of the City Attorney

Ms. Sprinkle, seconded by **Mr. Ringstad**, moved APPROVE the appointment of Thomas Chard to the position of City Attorney.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE APPOINTMENT OF THOMAS CHARD TO THE POSITION OF CITY ATTORNEY AS FOLLOWS:

YEAS: Marney, Cleworth, Rogers, Sprinkle, Ringstad, Tidwell

NAYS: None

Mayor Pruhs declared the MOTION CARRIED.

COUNCIL MEMBERS' COMMENTS

Mr. Cleworth mentioned that there has been a very strong smell of marijuana in the downtown area, adding that it seemed to originate from the Philips Field Road area near the power plant. **Mayor Pruhs** indicated that he would contact the cultivators in that area. **Mr. Cleworth** went on to recognize City Attorney Ewers, adding that he has only worked with two City Attorneys in his time with the City. He acknowledged the amount of institutional knowledge that is lost when someone retires after so many years. He remembered some of the difficult situations that Attorney Ewers had dealt with, adding that he had handled them admirably. **Mr. Cleworth** stated that Attorney Ewers also had a great sense of humor and had been a great sounding board for ideas. He wished him the best in his retirement and congratulated Attorney Chard on his new appointment.

Ms. Rogers recognized Attorney Ewers for being a wonderful person to work with and expressed her excitement to work with Attorney Chard going forward. She spoke to Attorney Ewers' leadership in the community. **Ms. Rogers** stated she had recently attended a birthday party for CB Bettisworth where she presented a proclamation drafted by the Mayor, and she thanked the Mayor for taking the time to honor Mr. Bettisworth. She recognized February as Black History Month and spoke about the many events that had been held throughout the community to celebrate, and she referenced two different performing arts programs that honored Black History Month. She thanked Chief of Staff Mike Sanders and Crisis Now Coordinator Brenda McFarlane for their efforts to improve the community.

Ms. Sprinkle thanked Public Works for its snow removal efforts in the downtown area. She expressed excitement for Attorney Ewers in his retirement and commented that he would accomplish wonderful things. She stated she looks forward to working with City Attorney Chard.

Ms. Tidwell stated she had no comments.

Mr. Marney shared his experience in shadowing Public Works foremen Jeremiah Cotter, Jeremiah Record, and Sean Rice. He stated he had the opportunity to work with and observe crews removing snow, observe the mechanics in the shop, and ride around with S. Rice. He stated that S. Rice showed him some of the houses where persons with limited abilities lived and explained

the extra service that the Public Works crew provides, such as picking up garbage from the house instead of the curb and clearing snow from ramps. **Mr. Marney** recognized Attorney Ewers and his incredible talent for wordsmithing as well as for his dry sense of humor and added his wishes for good and safe travels.

Mr. Ringstad stated he had no comments.

CITY CLERK'S REPORT

City Clerk Snider shared some parting words for Attorney Ewers. She noted that the City was very fortunate to have had him for nearly 30 years and that she had been glad to work with him for nearly half of that time. She added that she would miss him dearly and wished him the best retirement possible.

CITY ATTORNEY'S REPORT

City Attorney Ewers shared that he started at the City of Fairbanks in February of 1991 as a Deputy City Attorney where he was reunited with Patrick Cole; he noted that the two of them had worked together previously. He shared that his position had been unexpectedly cut by the City Council in 2000, although a Council Member asked for him at the office by name only months after they had effectively fired him. Attorney Ewers spoke to the newly appointed City Attorney, Thomas Chard, stating that the job of City Attorney would not be easy, but he had full belief that Mr. Chard would succeed. He went on to share the pride he felt when the City moved into the old Main School building and the way they were able to restore and repurpose a historic building before it fell to ruins. He gave a lot of credit to Mr. Cleworth for the efforts to restore City Hall, adding that it was done out of pocket with hard work by employees. Attorney Ewers stated that he was glad to have worked with a great group of people and shared about the time he came up with his own way of calculating the tax cap and compared it with CFO Bell's formula. He went on to thank his family, mostly for not attending Council meetings, adding that the one meeting his wife attended there was a crowd of citizens chanting "fire his [expletive]," referring to him. He stated that his time with the City has been both challenging and fun. Attorney Ewers recognized City Clerk Snider, adding that the Council was very fortunate to have her. He stated she is a good clerk and would be a big part of the new City Attorney's success.

Mr. Cleworth, seconded by **Mr. Marney**, moved to ENTER Executive Session to discuss Malloy v. City of Fairbanks Settlement Negotiations.

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.

Mr. Ringstad left prior to the start of the Executive Session at 7:55 p.m.

EXECUTIVE SESSION

- a) Malloy v. City of Fairbanks Settlement Negotiations

The City Council met in Executive Session to discuss Malloy v. City of Fairbanks Settlement Negotiations. Directions were given to the City Attorney, and no action was taken.

ADJOURNMENT

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

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

Mayor Pruhs declared the meeting adjourned at 8:36 p.m.

DAVID PRUHS, MAYOR

ATTEST:

D. DANYIELLE SNIDER, MMC, CITY CLERK

Transcribed by: RR



800 Cushman Street
Fairbanks, AK 99701

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

MEMORANDUM

TO: Mayor Pruhs and City Council Members

FROM: D. Danyielle Snider, City Clerk 

SUBJECT: Liquor License Renewals

DATE: April 5, 2023

Notice has been received from the State Alcohol & Marijuana Control Office (AMCO) for the following liquor license renewal application:

Lic. #	DBA	License Type	Licensee	Address
5629	Midnite Mine	Beverage Dispensary	Midnight Mine, LLC	308 Wendell Avenue
5764	Midnite Mine Brewing Company	Brewpub	Midnight Mine, LLC	308 Wendell Avenue
725	Midnite Mine	Beverage Dispensary	Midnight Mine, LLC	308 Wendell Avenue
3050	All Star	Restaurant/Eating Place	All Star, LLC	1448 S. Cushman Street

Pursuant to FGC Sec. 14-178 the Council must determine whether to protest liquor license renewal applications after holding a public hearing.

The Police Department has included a call report for the locations listed above, but **there are no department-recommended protests** for these liquor license renewal applications.

CITY OF FAIRBANKS PUBLIC SAFETY

Event List with Report Numbers

Midnite Mine

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
	01/01/2023 03:57:41	RECKLESS ACTIVITY -	308 WENDELL AVE	O5	NRP	01/01/2023 04:56:25
	12/26/2022 21:05:22	DISTURBANCE VERBAL	308 WENDELL AVE	O20	NRP	12/26/2022 21:21:00
22005019	12/20/2022 01:07:05	WEAPONS INCIDENT -	308 WENDELL AVE	O19	RPT	12/20/2022 05:13:00
22004735	11/29/2022 15:56:33	PAST VEHICLE THEFT -	308 WENDELL AVE	O55	RPT	11/29/2022 16:44:12
22004675	11/27/2022 02:34:30	SI - FIELD CONTACT	308 WENDELL AVE	S5	RPT	11/27/2022 03:08:56
22004583	11/18/2022 01:09:33	TRESPASS/UNWANTED -	308 WENDELL AVE	O10	RPT	11/18/2022 02:06:55
22004576	11/17/2022 12:47:47	FOUND PROPERTY -	308 WENDELL AVE	S15	RPT	11/17/2022 14:00:12
22004569	11/17/2022 02:16:32	THEFT OR VEH THEFT	308 WENDELL AVE	O19	RPT	11/17/2022 05:48:15
22004569	11/17/2022 02:11:56	THREAT - BRAVO	308 WENDELL AVE	O19	RPT	11/17/2022 03:21:36
	10/27/2022 21:32:15	DISTURBANCE PHYSICAL	308 WENDELL AVE	O34	NRP	10/27/2022 22:12:25
	10/11/2022 03:06:19	TRESPASS/UNWANTED -	308 WENDELL AVE	O19	NRP	10/11/2022 03:31:06
	09/22/2022 21:11:23	TRESPASS/UNWANTED -	308 WENDELL AVE	O19	NRP	09/22/2022 21:26:09
	09/19/2022 17:32:36	TRAF HAZ/VEH/COND -	308 WENDELL AVE	O8	NRP	09/19/2022 17:32:42
	09/14/2022 00:20:07	TRESPASS/UNWANTED -	308 WENDELL AVE	O6	NRP	09/14/2022 00:30:49
	08/14/2022 01:25:21	HITRUN - NO/MINOR INJ -	308 WENDELL AVE	O7	NRP	08/14/2022 02:24:02
22003175	08/07/2022 11:49:20	PAST THEFT - BRAVO	308 WENDELL AVE	O2	RPT	08/07/2022 12:18:10
	08/06/2022 02:32:46	MISSING - BRAVO	308 WENDELL AVE	O33	NRP	08/06/2022 03:08:48
	07/11/2022 19:29:12	SUSPICIOUS	308 WENDELL AVE	O20	NRP	07/11/2022 19:56:03
	06/04/2022 21:54:32	ASSAULT - DELTA	308 WENDELL AVE	O19	NRP	06/04/2022 22:20:13
	04/17/2022 03:15:32	DUI - PARKED - CHARLIE	308 WENDELL AVE	O56	SUBL	04/17/2022 03:20:52
22001428	04/11/2022 14:50:35	ASSAULT - BRAVO	308 WENDELL AVE	S5	RPT	04/11/2022 16:37:42
	04/09/2022 03:46:20	INCAPACITATED PERSON	308 WENDELL AVE	O56	SUBL	04/09/2022 05:36:06
22001184	03/26/2022 13:35:35	THEFT FROM VEHICLE -	308 WENDELL AVE	DESK1	RPT	03/26/2022 13:46:12

Total Number of Events Listed: **23**

CITY OF FAIRBANKS PUBLIC SAFETY

Event List with Report Numbers

All Star

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
	03/12/2023 13:48:05	ROAD RAGE - DELTA	1448 S CUSHMAN ST	O42	NRP	03/12/2023 14:08:23
23000863	03/02/2023 16:28:38	SI - FOLLOW-UP	1448 S CUSHMAN ST	O2	RPT	03/02/2023 18:33:17
22001727	05/02/2022 16:28:15	SEND PROTOCOL	1448 S CUSHMAN ST	O20	RPT	05/02/2022 17:40:27
	04/19/2022 14:38:17	PAST HIT & RUN - ALPHA	1448 S CUSHMAN ST	DESK1	NRP	04/19/2022 14:42:31

Total Number of Events Listed: 4

ORDINANCE NO. 6227, AS AMENDED

**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 2023 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 five days after adoption.

David Pruhs, City Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

**CITY OF FAIRBANKS
FISCAL NOTE**

I. REQUEST:

Ordinance or Resolution No: 6227 AMENDED

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 _____ 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:

EXPENDITURES:	2023	2024+
TOTAL	\$0	\$0

FUNDING SOURCE:	2023	2024+
TOTAL	\$0	\$0

The proposed changes to the current Fairbanks Firefighter Union Collective Bargaining Agreement include staffing levels (Section 15.8) and pro-pays (Section 16.2). This change will allow flexibility in staffing and pro-pays for all ambulance transports. The costs associated with this CBA change is currently budgeted.

Reviewed by Finance Department: Initial mb Date 3/27/2023

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%

David Pruhs
Mayor City of Fairbanks

Nick Clark
president IAFF 1324

TA 9/19/2022

Nick Clark

nick clark

ORDINANCE NO. 6238, AS AMENDED

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE
SEC. 78-572 SPECIAL EVENTS BY ~~AMENDING~~REMOVING THE
CITY BARRICADE PACKAGE FEE AND ESTABLISHING A
DEADLINE FOR PERMIT APPLICATIONS**

WHEREAS, Fairbanks General Code Sec. 78-572 requires a special event permit for races, processions, and parades on or along City streets; and

WHEREAS, considerations of safety and proper traffic control drive the need for special event permits; and

WHEREAS, the \$1,000 barricade package fee currently included at FGC Sec. 78-572(b) does not cover the cost to the City to provide barricades and staff resources for special events; and

WHEREAS, establishing a standard application deadline will provide consistency and will allow time for the City departments involved to perform a thorough review of applications and traffic safety plans to ensure permits are issued in a timely manner.

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

SECTION 1. Fairbanks General Code Sec. 78-572 is hereby amended as follows [new text in **bold/underlined** font; deleted text in ~~strikethrough~~ font]:

Sec. 78-572. Special events; permit required.

(a) **Permits required.** No race (foot, dogsled, bicycle, etc.), procession, or parade, except those of the Armed Forces of the United States, the military forces of this state, or the **City of Fairbanks**~~Fairbanks Police or Fire Departments~~, ~~will~~**shall** occupy, march, or proceed along any street or alley except in accordance with a permit issued by the city ~~clerk's office~~**mayor or designee** and ~~such other~~ regulations as ~~are~~ set forth in this article, or promulgated pursuant to this article, ~~which may apply.~~ ~~An a~~**Applications** for a ~~permits~~ **permit** issued under this section ~~are~~**shall** be made to the city engineer. In addition to the application, a traffic safety plan must be provided and, if applicable, a street closure application. The police, fire, and public works departments shall review the application.

(b) **Application deadline. Applications for special event permits must be received at least 21 calendar days before the date of the event.**

(c) **Permit fees.** ~~A permit f~~~~Fees, with deadlines for application,~~ **for special event permits are** is set forth in the city's schedule of fees and charges for services. In addition to the permit fee, the applicant is responsible to pay for any services that are requested or become necessary for

the city to provide for the event. Expenses shall include actual labor costs (wage and benefits) and materials, if any, provided for the benefit of the permit holder. Disputes over additional fees **and barricade packages** may be appealed to the city **mayor** council. Applicants for events that require a barricade package may either use a private firm that complies **All applicants shall submit a traffic control plan that complies** with the Manual **on** Uniform Traffic Control Devices Code ~~or~~ **with the Alaska supplement (Alaska Traffic Manual)**. Applicants can **request** elect for the city to provide **traffic control devices** barricades and labor **to set up the submitted and approved traffic control plan** at a flat fee of **\$3,000.00**, ~~\$1,000.00~~, provided that ~~the~~ **The** mayor is authorized to negotiate in-kind arrangements where the city receives goods or services in lieu of the full or partial flat fee.

(de) Permits not required. Events that take place on sidewalks, pedestrian ways, or bike paths do not require a permit if: (1) all participants crossing or traversing a street, alley, or vehicular way will do so in obedience to traffic control devices and the laws governing pedestrians and the operation of non-motorized vehicles; and (2) the event does not interfere with the normal use of the sidewalk, pedestrian way, or bike path by others not involved in the event **as determined by the city engineer**.

(ed) Regulations. The mayor ~~may~~ shall promulgate regulations to **ensure** insure that a ~~parade~~ or other special event **as defined in this section** does not jeopardize the public health, safety, or welfare.

SECTION 2. The effective date of this ordinance is five days after adoption.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas Chard II, City Attorney

ORDINANCE NO. 6239

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE
CHAPTER 74, ARTICLE V, SECTION 74-117 ROOM RENTAL TAX
PURPOSE AND LIMITATION**

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, the current allocation method has not been amended in twenty years;
and

WHEREAS, the council has a fiduciary duty to the citizens of Fairbanks to closely monitor the spending of these funds; and

WHEREAS, the current allocation requires the City of Fairbanks taxpayers to subsidize distributions over the room rental 1999 level of \$2,233,308 per City of Fairbanks Charter 6.5.C.

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.

(a) The tax on the daily rental of rooms levied by this article is for the primary purpose of funding services for the promotion of the tourist industry and other economic development, and for the funding of services for the general public.

(b) ~~Subject to annual appropriation, revenues collected under this article will be allocated as follows:~~ **Distribution of revenues collected under this article is subject to annual appropriation through the annual budgeting process. The Discretionary Fund Committee will recommend award for applications less than \$100,000. The mayor will**

recommend award for applications \$100,000 or more. The city council retains final approval authority for distribution of funds.

~~(1) The City of Fairbanks will receive 22.5 percent for fund collection, administration, and tourism impact.~~

~~(2) \$400,000.00 will be distributed annually as follows:
Fairbanks Economic Development Corporation \$100,000.00
Golden Heart Plaza and Barnette Landing Maintenance \$30,000.00
Discretionary Grants \$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").~~

(c) Revenue collected under this article will be made available **to agencies awarded more than \$100,000** ~~to Explore Fairbanks, the Fairbanks Economic Development Corporation, and Golden Heart Plaza and Barnette Landing Maintenance~~ no later than the last day of the month directly following the month in which the revenues are collected by the city **unless other arrangements have been approved by the CFO.**

(d) Any organization, public or private, or any person may submit a discretionary grant application and proposal to the city no later than ~~October 31st~~ **September 30th** for distribution in the next calendar year. The city council will establish standards and criteria for selection and publish them for a reasonable period before the applications are to be submitted. The mayor will appoint a committee, with city council concurrence, to review the proposals and make recommendations to the city council no later than the first regular meeting in January.

(e) Any recipient of funding under this article must execute a contract with the city setting forth terms and conditions deemed necessary to enable the city to assure compliance with the purposes and limitations under this section. ~~In addition, Explore Fairbanks and the Fairbanks Economic Development Corporation board of directors and/or director must remit complete and fully detailed budget documents and a plan outlining projected goals and objectives directly to the city council before November 1st of each year for presentation and review as a condition of funding. At the same time each of these agencies must submit a complete and detailed report of current year's progress and accomplishments.~~

(f) Discretionary grant recipients will be required to report to the CFO that funds were used exclusively for the purposes stated in the grant application. Ten percent of these appropriations will be withheld until the complete report is filed with the CFO. Prior to receiving any funding under

this section, applicants must agree to reimburse the city the full amount of any grant funds not used for the purposes stated on the application. Certification that funds were used as approved is due by ~~October 31~~ **September 30** of the year of grant funding; funds not spent or encumbered for approved purposes must be returned by that date. An organization that fails to comply with the ~~October 31~~ **September 30** deadline is ineligible to seek funding for the following year, but if complete reporting and repayment is made by ~~October 31~~ **September 30** of the following year, the organization may reapply for future funding. An organization that does not comply within one year of the deadline is ineligible to receive funding for three additional years.

(g) The city council establishes the following criteria and process for discretionary grants.

(1) The primary purpose of discretionary grants is the promotion of the tourism industry and other economic development in the City of Fairbanks. Discretionary grants cannot support the following:

- a. Loans, deficits, or debt reduction.
- b. Endowments.
- c. Scholarships.
- d. Health and social services activities.

(2) A discretionary fund committee will be composed of five community members and a council person, who will function as the chair, all appointed by the mayor. The members of the committee will serve three-year terms with a limit of two consecutive full terms. Unless appointed to fill a vacancy, terms begin July 1 and expire June 30.

(3) Grant guidelines:

a. The applicant must complete the application in its entirety and may submit financial information in their format including:

1. Balance sheet for the last fiscal year.
2. Income and expense statement for the last fiscal year.
3. Applicant's projected budget for the upcoming year.
4. Wage and salary information for employees for current and upcoming year.

b. If an applicant has the disbursement responsibility for other organizations, they must list all organizations that they represent.

c. The applicant must explain how use of the funds will contribute significantly to the growth and promotion of Fairbanks.

d. The applicant must explain how the funds will be used to supplement a successful ongoing program of activities or a new program that will need initial support to accomplish its stated goals.

e. The applicant must answer questions in the order provided but need not have the questions and answers appear on specific pages.

(4) Grant applications approved by the discretionary fund committee will be available from the office of the city clerk and must be submitted or postmarked no later than ~~October 31~~ **September 30** of each year.

(5) Procedures for scoring proposals from applicants will be decided by the committee during its first organizational meeting. Members at this meeting will be made aware of procedures in place in case of conflicts of interest.

(6) A distribution meeting will be held for members to present their award for each eligible grant application. Prior to the distribution meeting, committee members must submit their award amounts to the CFO. Members will disclose their award amounts by reading them into the record during the distribution meeting. An award will be made for each eligible grant applicant by averaging the award amounts. Awards are subject to city council approval.

(7) Successful applicants are required to report to the CFO as stated in section 74-117(f). ~~Ten percent of these appropriations will be withheld until a report is filed with the CFO.~~

Section 2. The effective date of this Ordinance is five days after adoption.

Section 3. The current distribution will remain in effect until December 31, 2023.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas Chard, City Attorney

ORDINANCE NO. 6239, AS AMENDED
(PROPOSED SUBSTITUTE)

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE
CHAPTER 74, ARTICLE V, SECTION 74-117 ROOM RENTAL TAX
PURPOSE AND LIMITATION**

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, the current allocation method has not been amended in twenty years;
and

WHEREAS, the council has a fiduciary duty to the citizens of Fairbanks to closely
monitor the spending of these funds; and

~~**WHEREAS**, the current allocation requires the City of Fairbanks taxpayers to
subsidize distributions over the room rental 1999 level of \$2,233,308 per City of Fairbanks
Charter 6.5.C.~~

**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.

(a) The tax on the daily rental of rooms levied by this article is for the
primary purpose of funding services for the promotion of the tourist industry
and other economic development, and for the funding of services for the
general public.

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

- (1) The City of Fairbanks will receive ~~2322.5~~ **2322.5** percent for fund
collection, administration, and tourism impact.

- (2) **\$125,000 to the Fairbanks Economic Development Corporation plus the consumer price index added for each year.** ~~\$400,000.00 will be distributed annually as follows: Fairbanks Economic Development Corporation \$100,000.00 Golden Heart Plaza and Barnette Landing Maintenance \$30,000.00 Discretionary Grants \$270,000.00~~
- (3) **\$350,000 for Discretionary Grants plus the consumer price index added for each year.**
- (4) **Golden Heart Plaza and Barnette Landing Maintenance allocations for the city and Festival Fairbanks will be determined by the City of Fairbanks and included in the mayor's budget each year.**
- (5) **The City of Fairbanks will retain 3 percent to fund expenses related to special events in which the city incurs costs while providing security and safety; these funds can be used by the affected departments. Unused funds will lapse to the general fund at the end of the year.**

~~(6)~~(3) All remaining room rental tax revenues will be distributed to the Fairbanks Convention and Visitors Bureau dba Explore Fairbanks (hereinafter "Explore Fairbanks").

(c) Revenue collected under this article will be made available to **agencies awarded more than \$100,000** Explore Fairbanks, the Fairbanks Economic Development Corporation, and Golden Heart Plaza and Barnette Landing Maintenance no later than the last day of the month directly following the month in which the revenues are collected by the city **unless other arrangements have been approved by the CFO.**

(d) Any organization, public or private, or any person may submit a discretionary grant application and proposal to the city no later than October 31st ~~September 30th~~ for distribution in the next calendar year. The city council will establish standards and criteria for selection and publish them for a reasonable period before the applications are to be submitted. The mayor will appoint a committee, with city council concurrence, to review the proposals and make recommendations to the city council no later than the first regular meeting in January.

(e) Any recipient of funding under this article must execute a contract with the city setting forth terms and conditions deemed necessary to enable the city to assure compliance with the purposes and limitations under this section. In addition, Explore Fairbanks and the Fairbanks Economic

Development Corporation board of directors and/or director must remit complete and fully detailed budget documents, **including wage and salary information for the three highest earning employees for the current and coming year.** and a plan outlining projected goals and objectives directly to the city council before November 1st of each year for presentation and review as a condition of funding. At the same time each of these agencies must submit a complete and detailed report of current year's progress and accomplishments.

(f) Discretionary grant recipients will be required to report to the CFO that funds were used exclusively for the purposes stated in the grant application. Ten percent of these appropriations will be withheld until the complete report is filed with the CFO. Prior to receiving any funding under this section, applicants must agree to reimburse the city the full amount of any grant funds not used for the purposes stated on the application. Certification that funds were used as approved is due by October 31 ~~September 30~~ of the year of grant funding; funds not spent or encumbered for approved purposes must be returned by that date. An organization that fails to comply with the October 31 ~~September 30~~ deadline is ineligible to seek funding for the following year, but if complete reporting and repayment is made by October 31 ~~September 30~~ of the following year, the organization may reapply for future funding. An organization that does not comply within one year of the deadline is ineligible to receive funding for three additional years.

(g) The city council establishes the following criteria and process for discretionary grants.

(1) The primary purpose of discretionary grants is the promotion of the tourism industry and other economic development in the City of Fairbanks. Discretionary grants cannot support the following:

- a. Loans, deficits, or debt reduction.
- b. Endowments.
- c. Scholarships.
- d. Health and social services activities.

(2) A discretionary fund committee will be composed of five community members and a council person, who will function as the chair, all appointed by the mayor. The members of the committee will serve three-year terms with a limit of two consecutive full terms. Unless appointed to fill a vacancy, terms begin July 1 and expire June 30.

(3) Grant guidelines:

a. The applicant must complete the application in its entirety and may submit financial information in their format including:

1. Balance sheet for the last fiscal year.
2. Income and expense statement for the last fiscal year.
3. Applicant's projected budget for the upcoming year.
4. Wage and salary information for employees for current and upcoming year.

b. If an applicant has the disbursement responsibility for other organizations, they must list all organizations that they represent.

c. The applicant must explain how use of the funds will contribute significantly to the growth and promotion of Fairbanks.

d. The applicant must explain how the funds will be used to supplement a successful ongoing program of activities or a new program that will need initial support to accomplish its stated goals.

e. The applicant must answer questions in the order provided but need not have the questions and answers appear on specific pages.

(4) Grant applications approved by the discretionary fund committee will be available from the office of the city clerk and must be submitted or postmarked no later than October 31 **September 30** of each year.

(5) Procedures for scoring proposals from applicants will be decided by the committee during its first organizational meeting. Members at this meeting will be made aware of procedures in place in case of conflicts of interest.

(6) A distribution meeting will be held for members to present their award for each eligible grant application. Prior to the distribution meeting, committee members must submit their award amounts to the CFO. Members will disclose their award amounts by reading them into the record during the distribution meeting. An award will be made for each eligible grant applicant by averaging the award amounts. Awards are subject to city council approval.

(7) Successful applicants are required to report to the CFO as stated in section 74-117(f). Ten percent of these appropriations will be withheld until a report is filed with the CFO.

Section 2. The effective date of this Ordinance is five days after adoption.

Section 3. The current distribution will remain in effect until December 31, 2023.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas Chard, City Attorney

ORDINANCE NO. 6240

**AN ORDINANCE AMENDING SCHEDULE A OF THE
COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY
OF FAIRBANKS AND THE INTERNATIONAL
BROTHERHOOD OF ELECTRICAL WORKERS LOCAL 1547**

WHEREAS, the City of Fairbanks and International Brotherhood of Electrical Workers (IBEW) Local 1547 ratified a Collective Bargaining Agreement (CBA) effective January 1, 2021 through December 31, 2023; and

WHEREAS, the Deputy City Clerk is an essential position with key responsibilities that is currently vacant; and

WHEREAS, the posted position has received little interest from qualified applicants; and

WHEREAS, the current pay scale for the Deputy City Clerk is below that of other posted City of Fairbanks positions that require fewer qualifications and have fewer responsibilities; and

WHEREAS, the City of Fairbanks and the IBEW agree to amend Schedule A of the CBA to adjust the pay scale for the Deputy City Clerk.

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 the IBEW, attached as Exhibit A, is approved and ratified.

SECTION 2. The effective date of this Ordinance is five days after adoption.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas Chard, City Attorney

CITY OF FAIRBANKS
FISCAL NOTE

I. REQUEST:

Ordinance or Resolution No: 6240

Abbreviated Title: ORDINANCE AMENDING IBEW CBA SCHEDULE A FOR DEPUTY CITY CLERK

Department(s): OFFICE OF CITY CLERK

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:

EXPENDITURES:	2023
SALARIES & BENEFITS	
TOTAL	\$0

FUNDING SOURCE:	2023
GENERAL FUND	
TOTAL	\$0

IBEW Schedule A for the Deputy City Clerk will increase Range C from \$31.63 to \$37.50, annual cost of \$12,210. The budget will not require an amendment since the position is currently budgeted at \$37.21 and the city will have a savings during the vacancy period.

Reviewed by Finance Department:

Initial mb

Date 3/22/2023

Exhibit A to Ordinance No. 6240

Letter of Agreement
between the
City of Fairbanks
and the
International Brotherhood of Electrical Workers Local 1547

The City of Fairbanks and the International Brotherhood of Electrical Workers Local 1547 agree to increase the salary range for the Deputy City Clerk to the following:

Position Classification	Range A	Range B	Range C	Range D	Range E
	90%	95%	100%	105%	110%
Deputy City Clerk	33.75	35.63	37.50	39.38	41.25

David Pruhs
Mayor
City of Fairbanks

Robert Clay
Business Representative
IBEW Local 1547

ORDINANCE NO. 6241

AN ORDINANCE AMENDING SCHEDULE A OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF FAIRBANKS AND THE FAIRBANKS AFL-CIO CRAFTS COUNCIL

WHEREAS, the City of Fairbanks and the Fairbanks AFL-CIO Crafts Council ratified a Collective Bargaining Agreement (CBA) effective February 16, 2023 through December 31, 2025; and

WHEREAS, the City of Fairbanks budgeted for two Parts Person/Expeditor positions at Public Works; and

WHEREAS, upon further review, it was determined that an Inventory Specialist with additional duties would better suit the needs at Public Works; and

WHEREAS, the change from a Parts/Person Expeditor to an Inventory Specialist will create a cost savings for the City of Fairbanks; and

WHEREAS, the Inventory Specialist position at Public Works has been redesigned to include parts expeditor and records coordinator functions; and

WHEREAS, the new Inventory Specialist position would require a higher starting wage due to the increased responsibilities; and

WHEREAS, the City of Fairbanks and the Fairbanks AFL-CIO Crafts Council agree to amend Schedule A of the CBA to adjust the pay scale for the Inventory Specialist.

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 Fairbanks AFL-CIO Crafts Council, attached as Exhibit A, is approved and ratified.

SECTION 2. The effective date of this Ordinance is five days after adoption.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas Chard, City Attorney

CITY OF FAIRBANKS
FISCAL NOTE

I. REQUEST:

Ordinance or Resolution No: 6241

Abbreviated Title: ORDINANCE AMENDING AFLCIO CBA SCHEDULE A FOR INVENTORY SPECIALIST

Department(s): PUBLIC WORKS

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:

EXPENDITURES:	2023	2024	2023
SALARIES & BENEFITS			
TOTAL	\$0	\$0	\$0

FUNDING SOURCE:	2023	2024	2023
GENERAL FUND			
TOTAL	\$0	\$0	\$0

AFLCIO Schedule A package rate for the Inventory Specialist will increase from \$46.96 to \$48.99, annual cost of \$4,230. The budget will not require an amendment since the position is currently budgeted as a Parts Person/Expeditor with a package rate of \$50.19, savings \$2,500.

Reviewed by Finance Department: Initial mb Date 3/22/2023

Letter of Agreement

**By and between
Teamsters Local 959
And
City of Fairbanks**

This Letter of Agreement (LOA) is between City of Fairbanks (Employer), and Teamsters Local 959 (Union), hereafter referred to as the “Parties,” for work that falls under the current collective bargaining agreement (CBA) dated January 1, 2023 to December 31, 2025. In the interest of adjusting the workload of the Parts Person Specialist/Expediter position 8901 and the Warehouse/Records Coordinator position 9802, the Parties have negotiated changes in the job description of the Inventory Specialist 1108 removing job functions no longer needed at Public Works and added many job functions from the Parts Person Specialist/Expediter job description and some job functions from the Warehouse/Records Coordinator job description. In recognition of these new additional job functions, a starting package rate of \$48.99 an hour was negotiated.

This LOA shall remain in effect until the change is reflected in the next collective bargaining agreement.

FOR THE UNION

FOR THE EMPLOYER

DATE

DATE

CITY OF FAIRBANKS			EFFECTIVE APRIL 10, 2023			
SCHEDULE A			BENEFITS			
CLASSIFICATION	CURRENT PACKAGE RATE	NEW PACKAGE	LESS HEALTH*	LESS PENSION	LESS PAC/CAF	BASE WAGE
942 [P300]						
Foreman	54.81	56.45	6.52	14.22	0.15	35.56
Lead	51.43	52.97	6.52	14.22	0.15	32.08
Packer Drivers	49.07	50.54	6.52	14.22	0.15	29.65
Laborer	45.50	46.86	6.52	14.22	0.15	25.97
Facilities Laborer	50.40	51.91	6.52	14.22	0.15	31.02
Engineer Tech	45.50	46.86	6.52	14.22	0.15	25.97
Survey Party Chief	49.07	50.54	6.52	14.22	0.15	29.65
302 [P400]						
Foreman	54.81	56.45	10.23	8.25	-	37.97
Lead	51.43	52.97	10.23	8.25	-	34.49
Mechanic	49.07	50.54	10.23	8.25	-	32.06
Mechanic I	50.47	51.98	10.23	8.25	-	33.50
Mechanic II	50.94	52.47	10.23	8.25	-	33.99
Operator	49.07	50.54	10.23	8.25	-	32.06
Dispatcher	47.54	48.94	10.23	8.25	-	30.46
Assistant Dispatcher	41.42	42.53	10.23	8.25	-	24.05
959 [P700]						
Custodian	43.16	44.45	6.46	10.53	-	27.46
Warehouse Coordinator	50.21	51.72	6.46	10.53	-	34.73
Parts Person/Expeditor	48.73	50.19	6.46	10.53	-	33.20
Inventory Specialist	47.56	48.99	6.46	10.53	-	32.00
1243 [P500]						
Trade Spec-Foreman	55.29	56.95	10.35	7.85	0.10	38.65
Trade Spec-Lead	52.76	54.35	10.35	7.85	0.10	36.05
Trade Spec-Carpenter	49.47	50.95	10.35	7.85	0.10	32.65
375 [P600]						
Trade Spec-Plumber	51.35	52.89	9.75	10.25	-	32.89

*MONTHLY HEALTH CARE RATE CONVERTED TO AN HOURLY RATE BASED ON THE STANDARD 2080 HOURS PER YEAR.

RESOLUTION NO. 5058

A RESOLUTION AWARDING A CONTRACT TO COLDFOOT ENVIRONMENTAL SERVICES TO DEMOLISH THE POLARIS BUILDING ANNEX IN THE AMOUNT OF \$1,145,337

WHEREAS, in accordance with FGC Chapter 54, Article IV, Competitive Bidding, bids were solicited for the Polaris Annex Demolition Project (ITB-23-11); and

WHEREAS, the most responsive bidder for the project is Coldfoot Environmental Services of Anchorage in the amount of one million, one hundred forty-five thousand, three hundred thirty-seven dollars and zero cents (\$1,145,337.00); and

WHEREAS, this project will demolish the Polaris Building Annex; and

WHEREAS, funding will be provided from the Environmental Protection Agency as approved by Resolution No. 5024.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fairbanks, that the Mayor is hereby authorized to execute a contract and such other documents in a form approved by the City Attorney as may be necessary to effect award of this contract to demolish the Polaris Building Annex.

PASSED and APPROVED this 10th Day of April 2023.

David Pruhs, City Mayor

YEAS:
NAYS:
ABSENT
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas Chard, City Attorney

CITY OF FAIRBANKS
FISCAL NOTE

I. REQUEST:

Ordinance or Resolution No: 5058

Abbreviated Title: RESOLUTION AWARDDING CONTRACT TO COLDFOOT ENVIRON SRVCS

Department(s): ENGINEERING

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:	2023
POLARIS BUILDING ANNEX DEMOLITION	\$ 1,145,377
TOTAL	\$ 1,145,377

FUNDING SOURCE:	2023
GRANT FUNDS (FEDERAL)	\$ 1,145,377
TOTAL	\$ 1,145,377

The City of Fairbanks will contract with Coldfoot Environmental Services to demolish the Polaris Building Annex. The City was awarded \$10,000,000 from Environmental Protection Agency for this project. This is the first step in demolishing the building.

Reviewed by Finance Department: Initial mb Date 4/4/2023

RESOLUTION NO. 5059

A RESOLUTION AUTHORIZING THE CITY OF FAIRBANKS TO APPLY FOR FUNDS FROM THE UNITED STATES DEPARTMENT OF JUSTICE OFFICE OF COMMUNITY ORIENTED POLICING SERVICES FOR THE FY2023 LAW ENFORCEMENT MENTAL HEALTH AND WELLNESS ACT

WHEREAS, the United States Department of Justice Office of Community Oriented Policing Services offers funding to improve the delivery of and access to mental health and wellness services for law enforcement officers through the implementation of peer support, training, family resources, suicide prevention, and other promising practices for wellness programs; and

WHEREAS, the City of Fairbanks Police Department wishes to increase its ability to provide services for officers' emotional, mental, and physical health to ensure preventative effects, thus increasing retention of healthy employees; and

WHEREAS, the Law Enforcement Mental Health and Wellness Act provides an award limit of \$200,000 with no match requirement; and

WHEREAS, the City of Fairbanks Police Department wishes to request \$200,000 to fund activities in three areas for project management and implementation, physical support, and mental health support.

NOW, THEREFORE, BE IT RESOLVED by the City Council that the Mayor or his designee is authorized to execute all documents required for requesting funds on behalf of the City for the FY2023 Law Enforcement Mental Health and Wellness Act grant.

PASSED and APPROVED this 10th Day of April 2023.

David Pruhs, City Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas Chard, City Attorney

CITY OF FAIRBANKS
FISCAL NOTE

I. REQUEST:

Ordinance or Resolution No: 5059

Abbreviated Title: FY2023 Law Enforcement Mental Health and Wellness Act (LEMHWA)

Department(s): Police 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:	Consultant	Equipment	Other Costs	Total
Peer Support Consultant	\$104,000			\$104,000
Digital body scanning system		\$10,000		\$10,000
Physical evaluations (\$800 per officer)			\$35,200	\$35,200
Mental health costs for officers			\$50,800	\$50,800
TOTAL	\$104,000	\$10,000	\$86,000	\$200,000

FUNDING SOURCE:	Consultant	Equipment	Other Costs	Total
LEMHWA (Federal Funds)	\$104,000	\$10,000	\$86,000	\$200,000
TOTAL	\$104,000	\$10,000	\$86,000	\$200,000

The budget will cover the 24-month performance period of the grant. The Peer Support Consultant will develop processes and procedures to assist officers with mental health programs when joining the department and throughout their tenure based on created incident thresholds. It is anticipated that by year two of the program officers will be utilizing procedures and incur mental health costs for reimbursement, these costs will be dictated by the created policy. The digital body scanning system and physical evaluations will address wellness goals for the department and create a baseline for physical fitness. The department must create a sustainability plan for costs after the federal funding period lapses.

Reviewed by Finance Department:

Initial SF

Date 4/5/2023

ORDINANCE NO. 6242

AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE SECTION 46-4(e)(2) TO CHANGE THE VALUE OF COMMUNITY WORK IN LIEU OF FINE.

WHEREAS, Fairbanks General Code at §46-4(e)(2) currently provides that the value of community work in lieu of a fine is \$3.00 per hour; and

WHEREAS, Alaska statute at §12.55.055(c) currently provides that the value of community work in lieu of a fine is the state’s minimum wage for each hour; and

WHEREAS, the State of Alaska Department of Labor and Workforce Development reports the current minimum wage per hour, effective January, 1, 2023, is \$10.85.

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

SECTION 1. Fairbanks General Code section 46-4(e)(2) is hereby amended as follows [new text in **bold/underlined** font; deleted text in ~~strikethrough~~ font]:

- (2) The court may offer a defendant convicted of an offense the option of performing community work in lieu of a fine or a portion of a fine if the court finds the defendant is unable to pay the fine. The value of community work in lieu of a fine is ~~\$3.00 per hour~~ **the state's minimum wage for each hour.**

Section 2. The effective date of this ordinance is five days after adoption.

David Pruhs, City Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

City of Fairbanks



MEMORANDUM

To: City Council Members
From: David Pruhs, City Mayor
Subject: Request for Concurrence – Fairbanks Diversity Council
Date: April 5, 2023

There are currently two vacancies on the Fairbanks Diversity Council. To fill one of the vacancies, I hereby request your concurrence to the appointment of the following new member to complete the remaining term of a resigned member:

Seat I Ms. Karen Blackburn Term Expires: June 30, 2024

Ms. Blackburn's application and resume are attached.

Thank you.

dds/



Board Details

The purpose of the Fairbanks Diversity Council (FDC) is to provide a citizens' forum to the City Council and the Borough Assembly, provide advice and recommendations to promote equal opportunity for all members of the public, serve as a diversity advisory board, and recommend adoption of a Diversity Action Plan.

The Fairbanks Diversity Council has adopted the following Mission Statement:

The City of Fairbanks recognizes that our community is a diverse one, with a wide variety of ethnic backgrounds, cultures, beliefs and orientations and recognizes this diversity as an asset and resource for our community. The establishment of a Fairbanks Diversity Council can provide the City Council and Fairbanks North Star Borough Assembly with advice and recommendations to promote equal opportunity for all members of the public.

Overview

Size 13 Seats

Term Length 3 Years

Term Limit N/A

Additional

Board/Commission Characteristics

The FDC will consist of 11 voting members, 10 of which will be appointed by the City Mayor and subject to approval by the City Council. All members must be members of the Fairbanks community. One of the voting members will be appointed by the Fairbanks North Star Borough (FNSB) Mayor, subject to confirmation by the Borough Assembly. All appointments of the public members shall be for three-year terms, without compensation. The City Mayor shall serve as the non-voting Chairperson of the FDC. The Mayor may appoint a chairperson from the membership of the FDC. If the Mayor appoints a chairperson, the person will remain a voting member and will serve a one-year term as chairperson. The FDC will choose a vice chairperson from among its members. The person chosen will serve a one-year term as vice chairperson. When the term of the chairperson expires, the vice chairperson will become the chairperson, and the FDC will choose a new vice chairperson from among its members. If the Mayor chooses to serve as the chairperson, the vice chairperson will not progress to the chairperson position. The Mayor will remain a non-voting member of the FDC even if not serving as chairperson. The FDC may organize committees and adopt administrative rules and procedures to accomplish its purposes.

Meetings

A quorum shall be necessary to conduct a meeting. A quorum shall consist of six public voting members of the FDC. The business of the FDC shall be transacted by a majority vote of voting members present after a quorum is established. All meetings shall be held, and notices and agendas shall be posted, in compliance with the Alaska Open Meetings Act. Meetings are held on the second Tuesday of each month at 5:30 p.m. in the City Council Chambers at City Hall. Minutes of FDC proceedings shall be kept and filed in accordance with applicable laws dealing with public records. In all matters of parliamentary procedure not covered by rules and procedures adopted under Ordinance No. 5939, the current version of Robert's Rules of Order will govern. The FDC shall keep permanent records or minutes of all meetings. The minutes shall promptly be filed in the office of the City Clerk and shall be open to public inspection. The City Clerk shall supply the FDC with administrative support.

<https://www.fairbanksalaska.us/bc-diversity> Approved Resolutions

Enacting Legislation

FGC 2-231 through 2-235

Enacting Legislation Website

<http://bit.ly/2yvH2qp>

Joint Commission Details

The FDC shall include 11 public voting members broadly selected to represent the diverse people of the Fairbanks community. Ten members shall be appointed by the City Mayor subject to the approval of the City Council. One member shall be appointed by the Fairbanks North Star Borough Mayor subject to the approval of the Fairbanks North Star Borough Assembly.

Email the Commission Members

diversitycouncil@fairbanks.us

Profile

Karen
First Name

Blackburn
Last Name

[Redacted]
Email Address

[Redacted]
Street Address

Fairbanks
City

AK
State

99701
Postal Code

Mailing Address

[Redacted]

Are you a City of Fairbanks resident? *

Yes

Home: [Redacted]
Primary Phone

Mobile: [Redacted]
Alternate Phone

Northern Hope Center
Employer

Executive Director
Job Title

Which Boards would you like to apply for?

Fairbanks Diversity Council: Submitted

Interests and Experiences

Question applies to Fairbanks Diversity Council

Please tell us how your diversity will benefit and contribute to the mission and purpose of the Fairbanks Diversity Council. You may list any group, club, organization, etc. that you are formally affiliated with.

Being a Woman of color, I feel I am able to bring may facets to this council. I have experienced firsthand some of the issues that council is seeking to provide advice and recommendations to promote equal opportunity for all members of the public. I have lived in Fairbanks for over 17 years, and I want to make a positive impact on and in the community.

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 ability to strategically define and meet program goals, along with my formidable communication and time management capabilities has allowed me to develop solid, trusting relationships with community resources, internal/external groups, and boards of directors in the Fairbanks North Star Borough.

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

I am responsible for the day-to-day operations of the Northern Hope Center, including timely project implementation, the achievement of goals and objectives, adherence to timelines, and the achievement of target numbers. I have a vast amount of experience in high-level operational and program management, as well as expertise in supervising budgets and overseeing top-performing teams in the Behavior and Mental Health field.


Upload a Resume

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

NA

KAREN BLACKBURN

PROFESSIONAL GOAL

To gain knowledge and develop skills needed for a successful career where my abilities, fueled by my strong desire to serve the needs of the Fairbanks community, can assist in enhancing the organizational planning in building community support focused on program coordination with a strong commitment to serving the needs of adolescents, adults, and senior citizens.

EDUCATION

University of Alaska at Fairbanks
A.A.S Human Services

University of Alaska at Fairbanks
B.A. Business Administration

QUALIFICATIONS SUMMARY

- Clear ability to handle pressure situations and maintain the sensitive information
- Exceptional communication and interpersonal skills
- Result-oriented with exposure to customer service and marketing relationships
- Highly skilled in consistently maintaining the loyalty of customers
- Proactive, takes initiatives, and exceptional leadership skills
- Excellent in providing high quality of customer service
- Positive attitude with a commitment to service excellence

WORK EXPERIENCE

January 2019- Executive Director
Present Northern Hope Center

Duties:

- Supervised daily operations of the Drop-in Center and facilitates activities.
- Implemented, read, and adhered to agency and program policies and procedures.
- Educated staff/members/volunteers on policies and procedures.
- Scheduling of staff/volunteers conduct regular staff and volunteer meetings.
- Respected and values all members, regardless of circumstances or behavior.
- Grant Writing/ Reporting
- Reported to and support the Board of Directors

April 2018- Case Management Program Consultant
January 2019 Nurses Diversified Systems

Duties:

- Created all operational activities and consistently plan to mature operational frameworks and structures.

KAREN BLACKBURN

- Refined developed and monitored metrics to assess the success of the team and individuals.
- Managed various activities in terms of periodic data collection, analysis, consolidation and presentation / regional status reporting consolidation.
- Identified critical issues and concerns that are and/or may, impede achieving results in planned budget, resources, and timelines.
- Planned and facilitated periodical analysis of intended project objectives.

November 2015- BHS Visions Suicide Prevention Project Director
April 2018 Fairbanks Native Association

Duties:

- Was responsible for the day-to-day operations of Visions Project, including timely project implementation, the achievement of goals and objectives, adherence to timelines, and the achievement of target numbers.
- Primary emphasis on developing strategies and materials and coordinating and conducting activities to increase suicide prevention training and services for youth.
- Attended events where outreach is needed (e.g., health fairs, street fairs, volunteer fairs, etc.)
- Developed promotional materials to support education for all youth services. Assists BHS Director in the development of youth training including curriculum.

January 2014- BHS Workforce Re-Entry and Recovery Project Director
April 2016 Fairbanks Native Association

Duties:

- Was responsible for the day-to-day operations of Workforce Re-Entry and Recovery Project, including timely project implementation, the achievement of goals and objectives, adherence to timelines, and the achievement of target numbers.
- Was responsible for adherence to all grant requirements, and the timely submission and accuracy of all grant reports.
- Oversaw project accountability and ensures quality of services as well as compliance with grant regulations, appropriation and use of funds and project sustainability.
- Attended, participate and lead staff meetings and training sessions.

November 2012- BHS Workforce Re-Entry and Recovery Education Coordinator
January 2014 Fairbanks Native Association

Duties:

- Participated in consumer meetings and conferences, when required.
- Developed and delivered effective counseling and teaching programs that focus on educating students.
- Prepared budget for special programs on developing the skills of adults recovering from substance and alcohol abuse. Provided support with the aims and objectives of the agency. Imparts knowledge on ethics, communication skills and learning objectives.

KAREN BLACKBURN

- Performed other essential tasks as required.

June 2011- Base Grant Service Coordinator/ Lead Care coordinator
 October 2012 Adult Learning Programs of Alaska

Duties:

- Coordinated team meetings to develop plans of care and habilitation plans to assist consumers in achieving their goals. Maintained contact with consumers' natural supports to ensure that services are being provided in accordance with the plan of care and habilitation plan.
- Managed daily office operations, including assisting with grant research, writing, and submission as well as providing quality customer service. Implemented budgetary guidelines for all funds and closely supervised spending.
- Performed financial accounting of grant received and disbursed funds, along with preparation of appropriate reports.

July 2005- Registration/ Insurance Verification Representative
 November 2010 Fairbanks Memorial Hospital

Duties:

- Administered registration of patients and passed on information to required hospital departments.
- Administered to register emergency room patients efficiently and accurately by obtaining appropriate signatures.
- Completed all required forms and providing patient information as required by state and federal regulations.
- Verified insurance information according to department procedures and ensured that required pre-authorizations/pre-certifications has been obtained.

CAREER TRAINING/ CERTIFICATIONS

- Successfully completed workshops and coursework in managing multiple priorities and deadlines, addictions, sexuality, sexual assault, and schizophrenia
- RADACT Ethics Training & Confidentiality Training
- ASSIST Suicide Prevention & Intervention
- Workin' It Out Instructor Certification
- Crisis Intervention,
- Stages of Change, Motivational Interviewing
- Ethics, Confidentiality
- Crisis Intervention

PROFESSIONAL SKILLS

<u>Skill Name</u>	<u>Skill Level</u>
▪ Case Planning & Management	Expert
▪ Client Advocacy	Expert
▪ Community-Client Relations	Expert
▪ Client Needs Assessment & Response	Expert

KAREN BLACKBURN

- Community Outreach Expert
- Program Administration & Policy Development Expert
- Grant Program Management Expert
- Staff Development & Supervision Expert
- Interagency Partnerships / Referrals Expert
- Life-Skills Counseling Expert

FAIRBANKS NORTH STAR BOROUGH
Historic Preservation Commission
February 7, 2023
5:38 p.m.

A regular meeting of the Historic Preservation Commission was held Tuesday, February 7, 2023, in the Mona Lisa Drexler Assembly Chambers of the Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska.

ROLL CALL

There were present:

Amy Viltrakis	Martin Gutoski
Patricia Peirsol, Vice-Chair	Molly Proue, Chair

Comprising a quorum of the Commission, and

Melissa Kellner, Acting Community Planning Director, Ex Officio Member
Kayde Whiteside, Long Range Planner
Alexis Fackeldey, Administrative Assistant III, Clerk

Excused

Matthew Reckard

MESSAGES

1. Citizens' Comments – limited to three (3) minutes
 - 1.a. Agenda items not scheduled for public hearing
NONE
 - 1.b. Items other than those appearing on the agenda
NONE
2. Disclosure and Statement of Conflict of Interest

Chair Proue passed the gavel to Vice-Chair Peirsol.

Chair Proue disclosed a potential conflict of interest in that she is an employee of Alaska Department of Transportation and Public Facilities (AK DOT&PF). Vice-Chair Peirsol

MESSAGES - continued

determined that a conflict of interest exists and excused Chair Proue from the dais on items involving AK DOT&PF.

Vice-Chair Peirsol passed the gavel back to Chair Proue.

APPROVAL OF AGENDA AND CONSENT AGENDA

Approval of consent agenda passes all routine items indicated by asterisk (*) on the agenda. Consent agenda items are not considered separately unless any Commission member or citizen so requests. In the event of such a request, the item is returned to the general agenda.

GUTOSKI, moved to reorder the agenda to hear
Seconded by PEIRSOL Unfinished Business before Reports.

VOTE ON MOTION TO REORDER THE AGENDA TO HEAR UNFINISHED BUSINESS BEFORE REPORTS

Yeses: Viltrakis, Peirsol, Gutoski, Proue

Noes: None

MOTION CARRIED 4 Yeses, 0 Noes

PEIRSOL, moved to approve the agenda and consent
Seconded by VILTRAKIS agenda as amended and read.

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

Yeses: Viltrakis, Gutoski, Peirsol, Proue

Noes: None

MOTION CARRIED 4 Yeses, 0 Noes

MINUTES

1. *Historic Preservation Commission meeting minutes from November 1, 2022.

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

2. *Historic Preservation Commission meeting minutes from December 6, 2022.

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

REPORTS

1. Reports and Communications to the Commission by the Community Planning Staff

Melissa Kellner, Acting Community Planning Director, reported on the following:

- Additional items which were added to the packet about the Bailey Bridge and the routine undertakings of Fort Wainwright and Fort Greely.
- The Federal Emergency Declaration and teleconferencing rules.
- Future Historic Preservation Commission agenda items for meetings.

2. North Pole Grange Hall Report by John Poirrier

John Poirrier, of the North Pole Grange Hall, reported on the history of the Grange Hall as it relates to the creation of the state of Alaska and the future plans for the hall.

3. S.S. Nenana Update by Public Works Staff

No report provided.

Clerk's Note: Item G.1. Discussion of the demolition of the Polaris Building, to include comments from State Historic Preservation Office Staff was heard before item F. Reports.

UNFINISHED BUSINESS

1. Discussion of the demolition of the Polaris Building, to include comments from State Historic Preservation Office Staff.

Melissa Kellner, Acting Community Planning Director, provided an overview of the discussion at the previous Historic Preservation Commission meeting and listed the specific recommendations that were sent to the commission by a citizen.

UNFINISHED BUSINESS - continued

Amy Hellmich, Alaska State Historic Preservation Office, reported their office is in review of the document from the City of Fairbanks and updated the commission on the timeline of review.

Commissioners asked about the timeline and whether they would still be able to comment on the project.

Commissioners discussed the memorandum of agreement and the timeline.

David Pruhs, City of Fairbanks Mayor, spoke on mitigation measures to be enacted to preserve history.

Commissioners discussed the mitigation stipulations in the current document.

Ms. Hellmich spoke on mandatory signers of the memorandum of agreement.

Elizabeth Cook, of the Tanana Yukon Historical Society, spoke on local newspaper efforts to record the history.

Tania Clucas, Morris Thompson Center Executive Director, commented on the ways the facility could be helpful in exhibiting the building's history.

Commissioners discussed further mitigation stipulations and what actions the commission should take.

Ms. Hellmich discussed the progress and answered questions regarding the process.

Discussion ensued on appropriate mitigation measures that should be added to the letter and appropriate timelines for submitting the letter.

David van den Berg, Downtown Association of Fairbanks, spoke on the history of the building after it was closed and the current situation.

Discussion ensued on the following:

- Historical significance of the building.
- The mitigation letter.
- Potential additional mitigation items.
- Timeline of the mitigation measures.

UNFINISHED BUSINESS - continued

GUTOSKI,
Seconded by VILTRAKIS

moved to draft and send a recommendation to the City of Fairbanks Mayor with two bullets, one requesting and information kiosk and one requesting a memorial plaque on site or as close as practicable.

Discussion ensued on the details of the mitigation measures.

VOTE ON MOTION TO DRAFT AND SEND A RECOMMENDATION TO THE CITY OF FAIRBANKS MAYOR WITH TWO BULLETS, ONE REQUESTING AND INFORMATION KIOSK AND ONE REQUESTING A MEMORIAL PLAQUE.

Yeses: Gutoski, Peirsol, Viltrakis, Proue

Noes: None

MOTION CARRIED 4 Yeses, 0 Noes

NEW BUSINESS

1. Review and potential recommendations regarding Section 106 National Historic Preservation Act Consultation Letters.

1.a. Old Steese Highway Reconstruction (State/Federal Project Numbers: Z624870000/0672005)

Chair Proue passed the gavel to Vice-Chair Peirsol and was excused from the dais due to her conflict of interest.

There was no quorum for this item, therefore no action was taken.

Chair Proue returned to the dais. Vice-Chair Peirsol passed the gavel back to Chair Proue.

2. Review and potential recommendations regarding Alaska Historic Preservation Act Consultation Letters.

No letters were provided for discussion.

EXCUSE FUTURE ABSENCES

NONE

COMMISSIONERS' COMMENTS/COMMUNICATIONS

Vice-Chair Peirsol commented on the need for commissioners to fill vacant seats on the commission.

Commissioner Gutoski commented on teleconferencing.

ADJOURNMENT

There being no further business to come before the Historic Preservation Commission, the meeting was adjourned at 8:23 p.m.

APPROVED: March 7, 2023

FAIRBANKS NORTH STAR BOROUGH
Chena Riverfront Commission
February 22, 2023
12:01 p.m.

A regular meeting of the Chena Riverfront Commission was held Wednesday, February 22, 2023, in the Mona Lisa Drexler Assembly Chambers of the Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska.

ROLL CALL

There were present:

Diana Campbell	Lee Wood
Wade Binkley, Vice-Chair	Robert Henszey
Julie Jones	Buki Wright
Kevin Fraley	Annette Freiburger, Chair

Comprising a quorum of the Commission, and

Sue Sprinkle, City of Fairbanks Representative, Ex Officio Member
Kellen Spillman, Community Planning Director, Ex Officio Member
Kimberly Diamond, Parks Project Coordinator, Ex Officio Member
John Netardus, AK DOT&PF Representative, Ex Officio Member
Hanna Thompson, Planner III
Cullen Mahaffey, Administrative Assistant III, Clerk

Absent

Gregory Barker

MESSAGES

1. Chair's Comments

Chair Freiburger expressed appreciation for Vice-Chair Binkley chairing the meeting and commented on feeling under the weather.

MESSAGES – continued

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

2.a. Agenda items not scheduled for public hearing

NONE

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

NONE

3. Disclosure and Statement of Conflict of Interest

NONE

APPROVAL OF AGENDA AND CONSENT AGENDA

Approval of consent agenda passes all routine items indicated by asterisk (*) on the agenda. Consent agenda items are not considered separately unless any Commission member or citizen so requests. In the event of such a request, the item is returned to the general agenda.

CAMPBELL, moved to approve the agenda and consent
Seconded by WOOD agenda as read.

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

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

Noes: None

MOTION CARRIED 8 Yeses, 0 Noes

MINUTES

1. *Chena Riverfront Commission meeting minutes from December 28, 2022.

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

2. *Special Chena Riverfront Commission meeting minutes from January 12, 2023.

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 a response from the U.S. Army Corps of Engineers to a letter of support and potential field trips.

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

Hanna Thompson, Planner III, stated that there were no updates.

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

John Netardus, AK DOT&PF Representative, and Kellen Spillman, Community Planning Director, provided updates on the following:

- Right-of-way appraisals and acquisitions.
- Construction schedules.
- Fencing concerns.
- Pedestrian access.
- Traffic lane closures.
- Local planning authority.
- Advertising.
- Creation of parks.
- Possible projects.

NEW BUSINESS

1. Election of Chair and Vice-Chair.

Commissioner Henszey nominated Commissioner Freiburger for Chair.

Commissioner Freiburger nominated Commissioner Wright for Chair, who declined the nomination.

Commissioner Freiburger was elected Chair by default as there were no other nominations.

Clerk's Note: Vice-Chair Binkley passed the gavel to Chair Freiburger.

NEW BUSINESS – continued

Commissioner Henszey nominated Commissioner Binkley for Vice-Chair, who was elected by default as there were no other nominations.

Clerk's Note: Chair Freiburger passed the gavel to Vice-Chair Binkley.

2. Discussion to determine if the Commission wishes to review the Chena Riverfront Plan this year.

Discussion ensued on the following:

- Background of the plan.
- Recommendation on the frequency of updates.
- Staff vacancies.
- Update process.
- Formation of a subcommittee.

EXCUSE FUTURE ABSENCES

Commissioner Wright may be unavailable to attend the meeting scheduled for March 22, 2023.

COMMISSIONERS' COMMENTS/COMMUNICATIONS

Vice-Chair Binkley explained the teleconferencing rules that will apply to all boards and commissions once the current federal disaster declaration expires.

Commissioner Jones commented on a previous letter to the Borough Mayor and Borough Assembly regarding problems with the teleconferencing rules and a need to change them.

Vice-Chair Binkley echoed Commissioner Jones and commented on efficiencies of teleconferencing and the only downside being a lack of in-person attendance at meetings.

Commissioner Wright echoed Commissioner Jones, speculated about how teleconferencing rules came about and requested an agenda item to send a letter to the Borough Assembly.

Commissioner Fraley stated that he might struggle to attend meetings in person in the summer due to being out on remote field work and expressed support for loosening the teleconferencing rules.

Commissioner Wood inquired about the importance of meeting in person and public input.

COMMISSIONERS' COMMENTS/COMMUNICATIONS – continued

Kellen Spillman, Community Planning Director, commented on the history of participating in meetings by teleconference.

Commissioner Campbell commented on the following:

- Requirements for many boards and commissions being the same.
- Changes having been made quickly.
- In-person attendance being required due to a legal issue.

Chair Freiburger requested that Commissioner Jones provide a copy of the previous letter for inclusion in the next agenda packet and commented on the difficulty of various commissioners to attend meetings in person.

Commissioner Jones stated that she would speak to the Borough Assembly about the teleconferencing rules in an individual capacity and commented on the City Council experiencing enhanced participation from the public due to teleconferencing.

Commissioner Wright expressed frustration about an inability to do anything in a participatory government due to people being protected from every possible occurrence and inquired about interest in the topic from other boards and commissions.

Mr. Spillman commented on concerns from other boards and commissions.

Commissioner Campbell commented on Ordinance No. 2019-34 regarding teleconferencing rules for boards and commissions having been sponsored by Mayor Ward.

Vice-Chair Binkley commented on the ability for individual commissioners to reach out to the Administration and Borough Assembly or for chairs to collaborate on a plan to express the feelings of their boards and commissions.

Commissioner Jones thanked commissioners for making time to attend the last special meeting by teleconference.

Commissioner Henszey thanked Commissioner Jones for her tenacity on the Chena River Walk project, expressed appreciation to John Netardus, AK DOT&PF Representative, for providing monthly updates on the project and commented on the importance of the project.

Commissioner Fraley apologized for his absence from the last special meeting due to a gap in his terms serving on the Commission and stated that he looked forward to reviewing the previous letter.

COMMISSIONERS' COMMENTS/COMMUNICATIONS – continued

Chair Freiburger thanked the Commission for their trust in her as Chair and in Vice-Chair Binkley as Vice-Chair and expressed appreciation for the comments and expertise in the room that can help the community.

Vice-Chair Binkley echoed Chair Freiburger and stated that he looked forward to working with everyone for another year.

ADJOURNMENT

There being no further business to come before the Chena Riverfront Commission, the meeting was adjourned at 1:21 p.m.

APPROVED: March 22, 2023



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – FEBRUARY 1, 2023
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
 Janet Richardson, Seat D (Zoom)
 Julie Jones, Seat E
 Karen Erickson, Seat F (Zoom)
 Amy Stratman, Seat G
 Jeff Jacobson, Public Works Director (Zoom) 5:10 p.m.

Absent: Michael Gibson, Seat B

Also Present: Rochelle Rodak, Deputy City Clerk II

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of January 4, 2023

J. Jones, seconded by **J. Richardson**, moved to APPROVE the meeting minutes, with corrections to the attendance.

Chair Kilbourn took a voice vote on the motion to APPROVE the Minutes as corrected, and all members voted in favor.

APPROVAL OF AGENDA

J. Jones, seconded by **A. Stratman**, 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 & PUBLICATIONS

a) Cemetery Clean Up Day

Chair Kilbourn stated that she planned on putting a letter to the editor in the Daily News Miner near the middle of March and asked that the Deputy Clerk Rodak place an advertisement on the City's Facebook page around the same time to ask for volunteers.

J. Jones clarified that the workday would occur on May 20, 2023, from 9:00 a.m. until Noon. She went on to ask about the potted flowers and if they would need attention.

Chair Kilbourn stated that the potted fixtures would be fine, adding that some of them only required seeds to be placed and that the other perennials were thriving.

UNFINISHED BUSINESS

a) Memo Re: Capital Projects Fund Budget Amendment Update

Deputy Clerk Rodak explained that the City Council had accepted the memo at the last Regular Meeting and that the request would be included in Ordinance No. 6234, which would be heard for the first time at the Regular City Council meeting on February 13, 2023.

Chair Kilbourn asked if would be beneficial to have a member of the commission in attendance, Deputy Clerk Rodak explained that it would not hurt their cause, but they may want to wait until the second reading and public hearing on February 27, 2023. She added that she would let the commission know if the Council had any questions that they might want to address.

b) Room Rental Tax Application /Award Update

Chair Kilbourn asked Deputy Clerk Rodak for an update. Deputy Clerk Rodak stated that the Council had approved the Discretionary Fund Grant Allocations and the funds should be deposited shortly.

J. Jones stated that she had recently returned the required paperwork to accept the funds.

NEW BUSINESS

a) Unknown Grave Markers

J. Richardson stated that she had discussed options for marking the unknown graves with Chair Kilbourn in the past and had found an economical solution to do so. She explained the design idea and that her husband had constructed two of the PVC material crosses for approximately \$7.30 each. She noted that it would take approximately 200-300 crosses to mark all the unknown graves, adding that it would give the appearance of the original cemetery when simple wooden markers had been used. **J. Richardson** added that Alex Lexa from Public Works thought they would be a good addition because they were not likely to be damaged during normal mowing and trimming.

J. Jones spoke in favor of the markers, suggesting a work group could be established to construct them. She added that it would be nearly \$2,100 to make 200 crosses and felt that it might be better to wait until the budget amendment had been approved by the City Council.

A. Kilbourn spoke in favor of the markers, noting that the examples had been placed late fall and looked very nice. She added that it may encourage some to help identify the unknown graves.

REFERENCE MATERIALS (informational only)

a) 2022 Capital Fund Balance Report

b) Room Rental Tax Balance Report

OPEN AGENDA

A. Kilbourn spoke to the Peter Connelly and Johnstone markers that had been ordered. She added that Peter Connelly’s marker should be located and set aside so that it could be placed when his granddaughter came to Fairbanks later in the year.

J. Jones apologized for not providing sample layouts for the informational signs to the Commission sooner, adding that she would do so as soon as she could. She expressed some issues with the quality of the available pictures, noting that many could not be enlarged much without becoming pixelated.

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, March 1, 2023, at 5:00 p.m.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:27 p.m.



Aldean Kilbourn, Chair
Transcribed by: RR



Rochelle Rodak, Deputy Clerk II



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – MARCH 1, 2023
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 (Zoom)
 Julie Jones, Seat E (Zoom)
 Jeff Jacobson, Public Works Director

Absent: Karen Erickson, Seat F
 Amy Stratman, Seat G (excused)

Also Present: Rochelle Rodak, Deputy City Clerk II

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of February 1, 2023

M. Gibson noted that the attendance should reflect that he was absent at the February 1 meeting.

G. Dalton, seconded by **J. Richardson**, moved to APPROVE the meeting minutes, with the correction.

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

APPROVAL OF AGENDA

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

J. Richardson added item (b) to New Business for a discussion about new cemetery maps.

Chair Kilbourn added item (c) to New Business for a discussion regarding supplies to place markers.

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

EVENTS & PUBLICATIONS

a) Cemetery Clean Up Day Update

Chair Kilbourn stated that she planned on submitting a letter to the editor of the Daily News Miner near the middle of March and confirmed that Deputy Clerk Rodak would place an advertisement about the cleanup day on the City's Facebook page.

J. Jacobson stated that he would have the Public Works crew working on the cemetery grounds May 11 and 18. **M. Gibson** shared that the Pioneers would be working on May 20.

G. Dalton mentioned that the Army had helped in the past and asked if that was an option. **Chair Kilbourn** stated that she had been unsuccessful in contacting anyone at Fort Wainwright to ask for assistance. **J. Jones** stated that she could reach out to the Public Affairs Offices at both Fort Wainwright and Eielson and Team Red, White, and Blue.

UNFINISHED BUSINESS

- a) Memo Re: Capital Project Funds Budget Amendment Update

Deputy Clerk Rodak shared that the City Council had approved the requested budget amendment at its February 27, Regular City Council meeting, and the balance was reflected on the financial report provided to members; she stated the report had not been included in the original agenda packet.

- b) Purchase of Supplies to Mark 300 Unknown Graves for Approximately \$2,190

Chair Kilbourn asked if a work session should be scheduled prior to purchasing supplies. **J. Jacobson** indicated that the materials could be purchased through Public Works. He added that the crew may also be able to assist in the cutting and preparation of the crosses for easier assembly.

J. Jones, seconded by **M. Gibson**, moved to APPROVE the purchase of supplies to assemble 300 crosses in the amount of \$2,190 to be spent from the Room Rental Tax funds.

Chair Kilbourn took a voice vote on the motion to APPROVE the purchase of supplies to assemble 300 crosses in the amount of \$2,190 to be spent from the Room Rental Tax funds, and all members voted in favor.

- c) Sample Sign Layout

J. Jones stated she had no updates. **Chair Kilbourn** asked that the item be moved to the April agenda.

- d) Update on Outstanding Quiring Monument Orders

J. Jones stated that the order for 60 markers had been paid for but forgotten about by Quiring Monuments. She added that they found the order, and proofs should be ready within the next couple of days; however, the granite had not yet shipped from China. She stated that the order for 19 stones, plus the Connelly marker, had been waiting on granite but should now be in production.

J. Jones added that the remaining order for 50 markers was also waiting for the granite to be shipped before an estimated time of arrival could be provided.

J. Jacobson confirmed that 33 markers were currently being stored in warm storage and would be transported to the storage shed at the cemetery once the weather permitted.

Chair Kilbourn reported that she and J Richardson had begun research on more markers. **J. Jones** asked if storing extra pallets of makers was an issue for Public Works. **J. Jacobson** stated that it was not an issue and urged the Commission to secure materials while the funding was available.

NEW BUSINESS

- a) Discussion about Remaining Ground Penetrating Radar Services (GPR)

Chair Kilbourn explained that the only section left to be scanned was the Pioneer section, adding that it would take approximately three hours to complete at a rate of \$350.00 per hour.

J. Jones, seconded by **M. Gibson**, moved to APPROVE three hours of GPR services for \$1,050 to be paid from the Room Rental Tax funds.

Chair Kilbourn took a voice vote on the motion to APPROVE three hours of GPR services for \$1,050 to be paid from the Room Rental Tax funds, and all members voted in favor.

- b) New Cemetery Plot Maps

J. Richardson explained that permanent, U.V.-resistant, maps could be purchased once the GPR was complete. She reported that the City Engineer was able to input the GPS locations. She stated that Advance Printing could provide the maps, and discussion was had about obtaining a quote to be approved at the next regular meeting.

- c) Supplies for Marker Placement

Discussion was had regarding the amount of glue and other supplies available to install markers in 2023, and it was agreed that glue and other items that may expire in storage should be purchased on an as-needed basis.

J. Jones asked if small purchases such as glue and sealer could be purchased without prior approval from the Commission. Deputy Clerk Rodak confirmed that was allowable but that reimbursement requests would need to be approved by the Commission prior to reimbursement.

REFERENCE MATERIALS (informational only)

- a) Capital Fund Balance Report
- b) Room Rental Tax Balance Report

General discussion was had regarding the spending of each fund, and it was decided to use the Room Rental Tax funds for the GPR and unknown grave markers. The group discussed that the balance of the Capital Projects fund would allow for a typical marker order later in the year.

OPEN AGENDA

J. Jones stated that she was trying to get the Connelly marker order rushed so that it would arrive in time for the anticipated arrival of family for the placement. She shared that Jomo Stewart from the Fairbanks Economic Development Corporation (FEDC) had offered to list the Clay Street Cemetery as a community service project through his organization. She added that they could provide help in the placement of markers this summer if a schedule could be set and advertised to the community. **Chair Kilbourn** expressed concern with setting a schedule due to unpredictable weather. **J. Richardson** asked about the individuals who would be doing the labor. **J. Jones** explained that the FEDC sponsors community projects each year.

The group discussed concerns regarding the skill level, physical ability, and number of volunteers that might come. **J. Jones** stated she would continue to look into the program to see if there could be volunteer requirements. She stated she would bring more information back to the Commission.

J. Jones suggested using Community Work Service through the Halfway House for volunteers as well. **Chair Kilbourn** stated that, in the past, volunteers from the Halfway House had not been very willing to work. **J. Jones** stated that there was a new coordinator for the program and that she was hopeful it would be more successful. She added that Festival Fairbanks has used their volunteers in the past and would be using them again this year.

J. Jones shared that the Federal National Disaster Declaration regarding the COVID-19 Pandemic would be expiring soon and asked about the City's policies regarding hybrid and virtual meetings. Deputy Clerk Rodak explained that the City Council had already addressed the issue via ordinance and had changed the Fairbanks General Code to allow for continued virtual participation in meetings of the City Council.

J. Jacobson provided an update regarding the new kiosks, adding that as soon as the City carpenter was able to access the kiosks, he would fix the items of concern that were brought up last fall.

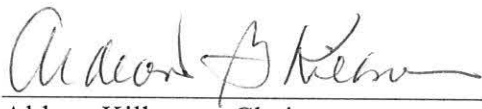
Deputy Clerk Rodak shared that she would be leaving the City of Fairbanks for a position at the University of Alaska Fairbanks, adding that this would likely be her last Clay Street Cemetery Commission meeting.

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, April 5, 2023, at 5:00 p.m.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:56 p.m.



Aldean Kilbourn, Chair



D. Danyielle Snider, City Clerk

Transcribed by: RR