



FAIRBANKS CITY COUNCIL
AGENDA NO. 2023-20
REGULAR MEETING – OCTOBER 9, 2023
MEETING WILL BE HELD VIA [ZOOM WEBINAR](#) AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA

WORK SESSION

5:30 p.m. – Police Supplemental Retirement Plan

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

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
5734	The Bakery Restaurant	Beverage Dispensary – Duplicate	The Bakery Restaurant, Inc.	44 College Road, Suite A

9. MAYOR'S COMMENTS AND REPORT

- a) Special Reports

10. COUNCIL MEMBERS' COMMENTS

11. UNFINISHED BUSINESS

- a) Ordinance No. 6263 – An Ordinance Amending Fairbanks General Code Section 2-119, Order of Business. Introduced by Mayor Pruhs and Council Members Cleworth, Marney, and Rogers. **SECOND READING AND PUBLIC HEARING.**
- b) Ordinance No. 6264 – An Ordinance Amending Fairbanks General Code Section 74-152 by Increasing the Tobacco Excise Tax. Introduced by Council Members Marney and Sprinkle. **SECOND READING AND PUBLIC HEARING.**

12. NEW BUSINESS

- *a) Resolution No. 5083 – A Resolution Stating the City of Fairbanks Legislative and Capital Priorities for 2024. Introduced by Mayor Pruhs and Council Members Marney and Rogers.
- *b) Resolution No. 5084 – A Resolution in Support of Continuing to Hold Local Elections in Early October. Introduced by Mayor Pruhs and Council Members Cleworth, Rogers, Marney, and Ringstad.
- *c) Resolution No. 5085 – A Resolution Authorizing the City of Fairbanks to Accept the Healthy and Equitable Communities Grant. Introduced by Mayor Pruhs.

- *d) Resolution No. 5086 – A Resolution Supporting FNSB Ordinance No. 2023-60, an Ordinance Amending FNSBC Title 4 to Delegate Certain Board of Adjustment Duties to the City of Fairbanks and to the City of North Pole and Amending FNSBC Title 4 Regarding Appointments to the Planning Commission. Introduced by Mayor Pruhs and Council Members Cleworth and Rogers.

13. DISCUSSION ITEMS (Information and Reports)

- a) Committee Reports

14. WRITTEN COMMUNICATIONS TO THE CITY COUNCIL

- *a) Historic Preservation Commission Meeting Minutes of April 4, 2023
- *b) Clay Street Cemetery Commission Meeting Minutes of August 2, 2023
- *c) Clay Street Cemetery Commission Meeting Minutes of September 6, 2023

15. COUNCIL MEMBERS' COMMENTS

16. CITY CLERK'S REPORT

17. CITY ATTORNEY'S REPORT

18. EXECUTIVE SESSION

- a) Legal Department Personnel

19. ADJOURNMENT



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 Renewal

DATE: October 4, 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
5734	The Bakery Restaurant	Beverage Dispensary – Duplicate	The Bakery Restaurant, Inc.	44 College Road, Suite A

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 location listed above, but **there are no department-recommended protests** for this liquor license renewal application.

CITY OF FAIRBANKS PUBLIC SAFETY

Event List with Report Numbers

The Bakery

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
23003377	09/02/2023 00:17:20	SUSP CIRCUMSTANCES -	44 COLLEGE RD	O17	RPT	09/02/2023 01:39:29
	08/06/2023 01:15:47	SI - FIELD CONTACT	44 COLLEGE RD	S5	NRP	08/06/2023 01:26:33
	07/20/2023 10:40:25	PAST HIT & RUN - ALPHA	44 COLLEGE RD	O42	NRP	07/21/2023 09:53:22
	06/23/2023 07:12:01	ALARM BURGLARY -	44 COLLEGE RD	O31	FAB	06/23/2023 07:30:28
	06/16/2023 04:25:36	SI - FIELD CONTACT	44 COLLEGE RD	S5	NRP	06/16/2023 04:32:15
	05/31/2023 14:37:22	MVC - NO INJURIES -	44 COLLEGE RD	O42	NRP	05/31/2023 15:09:43
	05/19/2023 20:47:41	ALARM BURGLARY -	44 COLLEGE RD	S12	FAB	05/19/2023 21:00:51
	05/12/2023 19:46:05	ALARM BURGLARY -	44 COLLEGE RD	O10	FAB	05/12/2023 19:56:22
	05/04/2023 09:21:58	ALARM BURGLARY -	44 COLLEGE RD	O42	FAB	05/04/2023 09:43:50
	05/04/2023 08:26:11	ALARM BURGLARY -	44 COLLEGE RD	O50	FAB	05/04/2023 08:39:31
	04/20/2023 09:15:28	ALARM BURGLARY -	44 COLLEGE RD	O7	FAB	04/20/2023 09:27:24
	04/12/2023 12:16:47	AOA - NON URGENT -	44 COLLEGE RD	S4	NRP	04/12/2023 12:23:51
	03/24/2023 08:05:58	ALARM BURGLARY -	44 COLLEGE RD	O6	FAB	03/24/2023 08:42:09
	03/23/2023 08:07:41	ALARM BURGLARY -	44 COLLEGE RD	O33	NRP	03/23/2023 08:24:05
23000967	03/11/2023 09:23:49	PAST VEHICLE THEFT -	44 COLLEGE RD	O2	RPT	03/11/2023 10:03:57
	02/10/2023 11:50:32	SUSP CIRCUMSTANCES -	44 COLLEGE RD	L1	NRP	02/10/2023 12:07:30
	02/01/2023 11:48:25	TRESPASS/UNWANTED -	44 COLLEGE RD	O2	SUBL	02/01/2023 12:03:27
	12/31/2022 02:28:38	ALARM BURGLARY -	44 COLLEGE RD	O5	FAB	12/31/2022 02:37:42
	12/28/2022 10:30:01	SUSP CIRCUMSTANCES -	44 COLLEGE RD	O42	NRP	12/28/2022 11:20:00
	11/28/2022 04:13:16	ALARM BURGLARY -	44 COLLEGE RD	S5	FAB	11/28/2022 04:20:54
	11/28/2022 02:40:16	ALARM BURGLARY -	44 COLLEGE RD	S5	FAB	11/28/2022 03:01:37
	11/26/2022 05:52:02	ALARM BURGLARY -	44 COLLEGE RD	O10	FAB	11/26/2022 06:03:29
	10/29/2022 08:04:28	ALARM BURGLARY -	44 COLLEGE RD	O50	FAB	10/29/2022 08:20:16

Total Number of Events Listed: **23**

ORDINANCE NO. 6263

**AN ORDINANCE AMENDING FAIRBANKS GENERAL
CODE SECTION 2-119, ORDER OF BUSINESS**

WHEREAS, the Fairbanks City Council aims to hold efficient and effective meetings; and

WHEREAS, combining the second section of Council members' comments and the information and reports (committee reports) section of the agenda will save time and increase meeting efficiency.

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

Section 1. That FGC Sec. 2-119(a), Order of business; citizens addressing city council, is hereby amended as follows [new text in **underlined bold** font; deleted text in ~~striketrough~~ font]:

Sec. 2-119. Order of business; citizens addressing city council.

(a) At every regular meeting of the city council, the order of business shall be as follows:

- (1) Roll call.
- (2) Invocation.
- (3) Flag salutation.
- (4) Ceremonial matters (proclamations, introductions, recognitions, and awards).
- (5) Citizens' comments (oral communications to the city council on any item not up for public hearing). The comment period will end no later than 7:30 p.m.
- (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.
- (8) Special orders.
- (9) Mayor's comments and report.
- (10) Council members' comments.
- (11) Unfinished business.

- (12) New business.
- ~~(13) Discussion items (information and reports).~~
- (134) Written communication to the city council.
- (145) **Committee reports and** Council members' comments.
- (156) City clerk's report.
- (167) City attorney's report.
- (178) Executive session (if necessary).
- (189) Adjournment.

* * * * *

Section 2. That 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 A. Chard II, City Attorney

**ORDINANCE NO. 6263, AS AMENDED
(PROPOSED SUBSTITUTE)**

**AN ORDINANCE AMENDING FAIRBANKS GENERAL
CODE SECTION 2-119, CITIZENS' COMMENTS AND
ORDER OF BUSINESS**

WHEREAS, the City of Fairbanks both values and adheres to the rule of law protecting freedom of speech; and

WHEREAS, Alaska Statute §29.20.020 includes that the governing body of a municipality must provide reasonable opportunity for the public to be heard at regular meetings; and

WHEREAS, one of the manners in which a citizen can communicate with the Fairbanks City Council is during the prescribed time at a council meeting; and

WHEREAS, the Fairbanks City Council aims to hold efficient and effective meetings that, among other things, solicit citizens' perspectives and input on how to improve the governance of the city; and

WHEREAS, the Fairbanks City Council deems comments not directly pertaining to the City's business or concerning a matter in which the Council has no control that are provided during the time-limited portion of the City Council meeting dedicated to citizens' comment to be a disruption to the meeting; and

WHEREAS, procedural rules safeguard against an abuse of discretion that might otherwise inappropriately categorize comments as being not related to the business at hand; and

WHEREAS, prescribing a time period for citizens' comments, rather than a fixed deadline, will help ensure that citizens have an opportunity to address the City Council; and

WHEREAS, combining the second section of Council members' comments and the information and reports (committee reports) section of the agenda will save time and increase meeting efficiency.

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

Section 1. That FGC Sec. 2-119(a), Order of business; citizens addressing city council, is hereby amended as follows [new text in **underlined bold** font; deleted text in ~~striketrough~~ font]:

Sec. 2-119. Order of business; citizens addressing city council.

(a) At every regular meeting of the city council, the order of business shall be as follows:

- (1) Roll call.
- (2) Invocation.
- (3) Flag salutation.
- (4) Ceremonial matters (proclamations, introductions, recognitions, and awards).
- (5) Citizens' comments (oral communications to the city council on ~~any items~~ not up for public hearing). The comment period will ~~end no later than 7:30 p.m.~~ **not exceed a total of 30 minutes.**
- (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.
- (8) Special orders.
- (9) Mayor's comments and report.
- (10) Council members' comments.
- (11) Unfinished business.
- (12) New business.
- ~~(13) Discussion items (information and reports).~~
- ~~(13)~~ (14) Written communication to the city council.
- ~~(14)~~ **(15) Committee reports and** Council members' comments.
- ~~(15)~~ (16) City clerk's report.
- ~~(16)~~ (17) City attorney's report.
- ~~(17)~~ (18) Executive session (if necessary).
- ~~(18)~~ (19) Adjournment.

(b) Any person wishing to raise any matter not on the agenda **which concerns the City's business or over which the Council has control** shall be heard under citizens' comments. A council member wishing to raise any matter not on the agenda shall be heard under council members' comments.

* * * * *

Section 2. That 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 A. Chard II, City Attorney

ORDINANCE NO. 6264

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE
SEC. 74-152 BY INCREASING THE TOBACCO EXCISE TAX**

WHEREAS, Fairbanks General Code Sec. 74-152 levies an excise tax on the distribution of tobacco products brought into the city; and

WHEREAS, the City Council would like to increase the excise tax from eight percent times the wholesale price to twenty percent times the wholesale price; and

WHEREAS, this change will provide lower taxes for property owners.

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

SECTION 1. Fairbanks General Code Sec. 74-152 is hereby amended as follows [new text in **bold/underlined** font; deleted text in ~~striketrough~~ font]:

Sec. 74-152. Tobacco products excise tax and collection.

(a) The city hereby levies an excise tax on the distribution of tobacco products brought into the city, measured at the rate of ~~eight~~**twenty** percent times the wholesale price of such tobacco products.

SECTION 2. The effective date of this ordinance is January 1, 2024.

David Pruhs, 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: 6263

Abbreviated Title: ORDINANCE INCREASING TOBACCO EXCISE TAX

Department(s): GENERAL

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:	2024+
TOTAL	\$0

FUNDING SOURCE:	2024+
GENERAL FUND (TOBACCO TAXES)	\$1,510,000
GENERAL FUND (PROPERTY TAXES)	-\$1,510,000
TOTAL	\$0

Based on tobacco excise tax receipts of \$12.8 million, an increase from 8% to 20% in tobacco excise tax will reduce property taxes by \$1,510,000. Based on the current assessed value, this will reduce the mill levy from 6.178 to 5.683 (\$49.50 per \$100,000 assessed value).

Reviewed by Finance Department: Initial mb Date 8/31/2023

**TOBACCO EXCISE TAX
MUNICIPALITIES IN ALASKA
TAX INCREASE FROM 8.0% TO 20.0%**

Location	Cigarettes	Other Tobacco Products	Other Noncombustible Products	Notes	Pack	Tobacco	E-Vaps
City of Fairbanks (Proposed)	20.0%	20.0%	20.0%	Wholesale Price	\$2.48	\$0.40	\$2.20
City of Fairbanks (Current)	8.0%	8.0%	8.0%	Wholesale Price	\$0.99	\$0.16	\$0.88
Fairbanks North Star Borough	8.0%	8.0%	N/A	Wholesale Price	\$0.99	\$0.16	\$0.00
Matanuska Borough	.110 per cigarette	55.0%	55.0%	Per Cigarette & Wholesale Price	\$2.20	\$1.10	\$6.05
Juneau City & Borough	\$3 per pack	45.0%	45.0%	Per Pack & Wholesale Price	\$3.00	\$0.90	\$4.95
Anchorage Municipality	.1261 per cigarette	55.0%	55.0%	Per Cigarette (adjusted annually) & Wholesale Price	\$2.52	\$1.10	\$6.05

Additional reduction in property taxes by \$1,510,000. Reduce mill levy from 6.178 to 5.683 (\$49.50 per \$100,000 assessed value).

**TOBACCO EXCISE TAX
MUNICIPALITIES IN ALASKA
15% INCREASE**

Location	Cigarettes	Other Tobacco Products	Other Noncombustible Products	Notes	Pack	Tobacco	E-Vaps
City of Fairbanks	15.0%	15.0%	15.0%	Wholesale Price	\$1.86	\$0.30	\$1.65
Fairbanks North Star Borough	8.0%	8.0%	N/A	Wholesale Price	\$0.99	\$0.16	\$0.00
Matanuska Borough	.110 per cigarette	55.0%	55.0%	Per Cigarette & Wholesale Price	\$2.20	\$1.10	\$6.05
Juneau City & Borough	\$3 per pack	45.0%	45.0%	Per Pack & Wholesale Price	\$3.00	\$0.90	\$4.95
Anchorage Municipality	.1261 per cigarette	55.0%	55.0%	Per Cigarette (adjusted annually) & Wholesale Price	\$2.52	\$1.10	\$6.05

Additional taxes with 15% - \$880,000

**TOBACCO EXCISE TAX
MUNICIPALITIES IN ALASKA
20% INCREASE**

Location	Cigarettes	Other Tobacco Products	Other Noncombustible Products	Notes	Pack	Tobacco	E-Vaps
City of Fairbanks	20.0%	20.0%	20.0%	Wholesale Price	\$2.48	\$0.40	\$2.20
Fairbanks North Star Borough	8.0%	8.0%	N/A	Wholesale Price	\$0.99	\$0.16	\$0.00
Matanuska Borough	.110 per cigarette	55.0%	55.0%	Per Cigarette & Wholesale Price	\$2.20	\$1.10	\$6.05
Juneau City & Borough	\$3 per pack	45.0%	45.0%	Per Pack & Wholesale Price	\$3.00	\$0.90	\$4.95
Anchorage Municipality	.1261 per cigarette	55.0%	55.0%	Per Cigarette (adjusted annually) & Wholesale Price	\$2.52	\$1.10	\$6.05

Additional taxes with 20% - \$1,510,000

**TOBACCO EXCISE TAX
MUNICIPALITIES IN ALASKA
25% INCREASE**

Location	Cigarettes	Other Tobacco Products	Other Noncombustible Products	Notes	Pack	Tobacco	E-Vaps
City of Fairbanks	25.0%	25.0%	25.0%	Wholesale Price	\$3.10	\$0.50	\$2.75
Fairbanks North Star Borough	8.0%	8.0%	N/A	Wholesale Price	\$0.99	\$0.16	\$0.00
Matanuska Borough	.110 per cigarette	55.0%	55.0%	Per Cigarette & Wholesale Price	\$2.20	\$1.10	\$6.05
Juneau City & Borough	\$3 per pack	45.0%	45.0%	Per Pack & Wholesale Price	\$3.00	\$0.90	\$4.95
Anchorage Municipality	.1261 per cigarette	55.0%	55.0%	Per Cigarette (adjusted annually) & Wholesale Price	\$2.52	\$1.10	\$6.05

Additional taxes with 25% - \$2,140,000

**TOBACCO EXCISE TAX
MUNICIPALITIES IN ALASKA
TAX INCREASE FROM 8.0% TO 20.0% & 33%**

Location	Cigarettes	Other Tobacco Products	Other Noncombustible Products	Notes	Pack	Tobacco	E-Vaps
City of Fairbanks (Proposed)	20.0%	20.0%	33.0%	Wholesale Price	\$2.48	\$0.40	\$3.63
City of Fairbanks (Current)	8.0%	8.0%	8.0%	Wholesale Price	\$0.99	\$0.16	\$0.88
Fairbanks North Star Borough	8.0%	8.0%	N/A	Wholesale Price	\$0.99	\$0.16	\$0.00
Matanuska Borough	.110 per cigarette	55.0%	55.0%	Per Cigarette & Wholesale Price	\$2.20	\$1.10	\$6.05
Juneau City & Borough	\$3 per pack	45.0%	45.0%	Per Pack & Wholesale Price	\$3.00	\$0.90	\$4.95
Anchorage Municipality	.1261 per cigarette	55.0%	55.0%	Per Cigarette (adjusted annually) & Wholesale Price	\$2.52	\$1.10	\$6.05

Additional reduction in property taxes by \$1,930,000. Reduce mill levy from 6.178 to 5.545 (\$63.30 per \$100,000 assessed value).

RESOLUTION NO. 5083

A RESOLUTION STATING THE CITY OF FAIRBANKS LEGISLATIVE AND CAPITAL PRIORITIES FOR 2024

WHEREAS, the City of Fairbanks appreciates any support and funding from the State of Alaska; and

WHEREAS, the City has identified the following legislative and capital priorities, and the public had an opportunity to hear about these priorities at work sessions on September 19 and October 3, 2023 and to provide comment on the priorities at a regular City Council meeting on October 9, 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL that the 2024 legislative and capital priorities of the City of Fairbanks are as follows:

2024 Legislative Priorities

1. Concern about the high PERS rate of 22% being charged to municipalities.
2. Mitigate the City's liability regarding the PFOS/PFOA ground water contamination and fund remediation efforts for PFOS/PFOA ground water contamination.
3. Allow Tier 1, 2, and 3 PERS retirees to continue to collect retirement if they return to work to fill critical shortages under Tier 4.
4. Increase SART funding for Fairbanks to \$150,000 to meet current liability.
5. Ensure the University of Alaska Fairbanks is the priority for university funding for the next five years.
6. Dedicate state funds for crisis stabilization services in Interior Alaska.
7. Establish legislation with significant fines/penalties for intentionally exposing first responders to bodily fluids.
8. Update AS 40.25.110 to allow for fees to be applied for any video copying and/or editing required for a public records request.
9. Provide regional payment hubs for state marijuana cultivation tax payments.
10. Review PERS retirement system while ensuring fiscal certainty for municipalities.

2024 Capital Priorities

1. Public Works backup generator with a cost of approximately \$1 million.
2. Design and establish an Interior Alaska Regional Crisis Stabilization Center with an estimated cost of \$10 million.
3. Redesign and construction of roads, sidewalks, and drainage in the Island Homes subdivision with a request of \$20 million.

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

PASSED and **APPROVED** this 9th day of October 2023.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas Chard, City Attorney

City of Fairbanks
2024 Legislative and Capital Priorities
Attachment to Resolution No. 5083

Legislative Priorities

1. **PERS Contribution Rate:** Less than half of the 22% the City of Fairbanks pays for its Tier IV employees benefits them, with the balance going to pay off the billions of dollars of legacy debt. Payments into the PERS system by the Alaska municipalities were entrusted with the State of Alaska. Unfortunately, because of an incredible lack of oversight and mismanagement, massive debts were incurred.

Compared to the City of Fairbanks' contributions to its various unions with their own pension plans, the PERS rate is extremely high and costly. The City respectfully asks that the legislature look at ways to reduce this burden upon municipalities which was incurred by the State of Alaska.

2. **PFOS/PFOA Liability and Funding:** The City of Fairbanks requests relief from the Alaska Department of Environmental Conservation (ADEC) plume characterization requirements related to the Perfluorooctane Sulfonate (PFOS) / Perfluorooctanoic Acid (PFOA) contamination at the Fairbanks Regional Fire Training Center. The contamination at the training center occurred over decades of use by all the regional fire services including city, borough, and state agencies. The City also requests State funding for PFOS/PFOA mitigation efforts. PFOS/PFOA contamination is a world-wide health concern with countless contributing factors to the contamination. The City anticipates changes in PFOS/PFOA regulations will require additional mitigation efforts, to include the decommissioning of private wells, that will cost more than the local community can afford.
3. **PERS Tiers 1, 2, 3:** With the nationwide labor pool shortages, allowing Tier 1, 2, and 3 PERS retirees to continue to collect retirement if they return to work, could help fill critical staffing shortages in positions that fall under Tier 4.
4. **SART Funding:** The City of Fairbanks requests that the SART funding dedicated to Fairbanks be increased to \$150,000 to help offset the current costs of the demands.
5. **UAF Funding:** The City of Fairbanks requests that the University of Alaska Fairbanks is the priority for university funding for the next five years.
6. **Crisis Stabilization Services:** The City of Fairbanks requests that crisis stabilization services serving the Interior Alaska region be a priority for this session. Sustaining services of the mobile crisis team and supporting the infrastructure needed for a Crisis Now stabilization center will provide for the comprehensive, appropriate, and immediate provision of behavioral health services to the community. A stabilization center would accept 100% of referrals from law enforcement and other public safety entities, offsetting valuable time for first responders across the region and providing an alternative to costly and traumatic incarcerations. The center would specialize in

medication-assisted treatment and harm reduction for individuals misusing opioids or at risk of misuse, placing Fairbanks in a proactive stance to face the challenges of the opioid epidemic rather than a reactive stance.

- 7. First Responder Exposure to Bodily Fluids:** It has become common for members of the public to intentionally spit on police officers and paramedics. These incidents account for approximately 20% of all the reported employee safety incidents for the City of Fairbanks. The City of Fairbanks requests the State to impose significant fines and penalties for intentionally exposing first responders to bodily fluids to deter this type of behavior.
- 8. Videos in Response to Public Records Requests:** One of the most frequent record requests to the City of Fairbanks is for body/vehicle/interview-room camera footage from the Fairbanks Police Department. While the FPD appreciates the ability to share these videos, the department must block out any identifying information that the requestor is not authorized to have. This information can include bystander faces, license plates, identification cards, etc. The video editing required for even a simple traffic stop can be quite time-consuming and expensive. Currently AS 40.25.110 only allows for fees to be collected for personnel costs of requests that exceed five person-hours in a calendar month, and other fees cannot exceed the standard unit cost of duplication. The City of Fairbanks requests that the State amend AS 40.25.110 to allow public agencies to establish a per-hour fee for video record requests.
- 9. Regional payment hubs for marijuana cultivation tax payments:** The State Department of Revenue Tax Division currently accepts marijuana cultivation tax cash payments at only one location in the state, which is in Anchorage. In February 2023, the Alcohol and Marijuana Control Office reported that there were 43 active marijuana cultivation facility licenses in the Fairbanks and North Pole area. Local cultivators making cash tax payments must travel with large sums of cash to Anchorage each month, which causes safety concerns and places undue hardship and expense on marijuana cultivators in the Interior. There is a need for a marijuana cultivation tax payment hub in Interior Alaska and in other regions of the state with large concentrations of marijuana cultivators.
- 10. PERS Retirement System:** The City of Fairbanks recognizes the need for retention of employees and recommends the legislature cautiously review the retirement system while trying to ensure fiscal certainty for municipalities.

Capital Priorities

- 1. Public Works Generator:** The City of Fairbanks requests \$1 million to assist in the replacement of the emergency generator in the City's Public Works facility.
- 2. Interior Alaska Regional Crisis Stabilization Center:** Crisis Now stabilization centers are essential to the behavioral health continuum of care in Alaska. A crisis stabilization facility is the behavioral health equivalent to a hospital emergency room.

The facility offers 24/7 access to mental health and substance use care to anyone in need of such services. Crisis stabilization centers are being developed in Anchorage, Juneau, and Wasilla. The City of Fairbanks requests support in developing a similar center in Fairbanks to serve Interior Alaska. With an investment of \$10 million from the State of Alaska, the City of Fairbanks would be able to secure additional capital funding for the facility and coordinate social service agencies to operate the center.

3. **Island Homes:** The City of Fairbanks requests \$20 million for the redesign and construction of roads, sidewalks, utilities, and drainage in the Island Homes subdivision. The City has been unsuccessful in attaining a grant for this project.

Introduced by: Mayor Pruhs and Council Members
Cleworth, Rogers, Marney, and Ringstad
Date: October 9, 2023

RESOLUTION NO. 5084

A RESOLUTION IN SUPPORT OF CONTINUING TO HOLD LOCAL ELECTIONS IN EARLY OCTOBER

WHEREAS, City Charter Section 11.1 sets the regular City election date as the first Tuesday in October, or on such other date as may be fixed by ordinance; and

WHEREAS, FGC Sec. 22-6(a), provides that the regular election will be held on the day provided in the Charter, unless the City Council, by ordinance, sets the election on the same day as the regular municipal election for the Fairbanks North Star Borough (FNSB); and

WHEREAS, the FNSB is considering Ordinance No. 2023-58 that would change the date of the Borough's regular election from early October to early November to coincide with the state and federal elections held on the Tuesday following the first Monday in November; and

WHEREAS, equipment for local elections, such as voting booths, tables, chairs, and ballot boxes, is currently borrowed from the State of Alaska Division of Elections, and if the Borough and City held their elections at the same time as the State, the Borough and City would have to procure their own voting equipment; and

WHEREAS, Borough Ordinance No. 2023-58 includes an appropriation in the amount of \$190,000 for the Borough Clerk to purchase election equipment for local elections if the election date is moved from October to November; and

WHEREAS, regular City elections have been held in conjunction with Borough elections, and the City has sought to keep its election codes and procedures as similar as possible to that of the FNSB to ensure consistency for voters; and

WHEREAS, the City of Fairbanks operates on a calendar year budget, and moving the regular election date to November will significantly impact the City's budget preparation process, which occurs in November and December; and

WHEREAS, if local elections were held on the same date as state and federal elections, it is likely that awareness of City and Borough candidates and propositions would be diminished; and

WHEREAS, the Matanuska-Susitna Borough moved the date of its regular election from October to November effective in 2019, and their average voter turnout prior to the change (based on their 10 previous regular elections) was 18.35%, and the Mat-Su Borough voter turnout each year since the election date change is as follows: 2019 regular election, 10.31%; 2020 regular election, 32.86%; 2021 regular election, 17.86%; 2022 special election, 10.05%; 2022 regular election, 40.58%; and

WHEREAS, conducting absentee voting by mail concurrently with the state and federal elections presents opportunity for voter confusion in that voters might return all their voted ballots in the same envelope, causing either their state/federal ballot or their City/Borough ballot to not be counted; and

WHEREAS, the City Council believes that keeping the regular City and Borough elections on the first Tuesday in October best serves the interests of local voters.

NOW, THEREFORE, BE IT RESOLVED by the City Council that the City of Fairbanks supports keeping local elections in early October.

BE IT FURTHER RESOLVED that the City Clerk is directed to send a copy of this resolution to the Borough Clerk for distribution to Mayor Ward and the Borough Assembly.

PASSED and **APPROVED** this 9th day of October 2023.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A Chard II, City Attorney

RESOLUTION NO. 5085

**A RESOLUTION AUTHORIZING THE CITY OF FAIRBANKS TO
ACCEPT THE HEALTHY AND EQUITABLE COMMUNITIES GRANT**

WHEREAS, the City of Fairbanks received notification of funding from the Interior Community Health Center and Information Insights regarding the Healthy and Equitable Communities Grant funded by the State of Alaska Department of Health and the Division of Public Health in the amount of \$75,000 to provide rental assistance; and

WHEREAS, the City’s Housing Coordinator seeks to develop a program to serve populations at high risk of COVID-19 with housing insecurity by providing rental assistance for eligible individuals within the Fairbanks North Star Borough with proof of past due rent and risk of COVID-19; and

WHEREAS, this grant will provide funding up to \$75,000 for eligible program expenses through March 31, 2024, with no match requirement.

NOW, THEREFORE, BE IT RESOLVED by the City Council that the Mayor or his designee is authorized to execute any and all documents required for accepting funds on behalf of the City for the Healthy and Equitable Communities Grant.

PASSED and APPROVED this 9th Day of October 2023.

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
FISCAL NOTE**

I. REQUEST:

Ordinance or Resolution No: 5085

Abbreviated Title: Healthy and Equitable Communities Grant

Department(s): Mayor

Does the adoption of this ordinance or resolution authorize:

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

2) additional support or maintenance costs? Yes _____ No X

If yes, what is the estimate? see below

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

If yes, how many positions? _____

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

II. FINANCIAL DETAIL:

PROJECTS:	Equipment	Building	Other	Total
Past Due Rental Payments			\$75,000	\$75,000
TOTAL	\$0	\$0	\$75,000	\$75,000

FUNDING SOURCE:	Equipment	Building	Other	Total
Grant Funds (State)			\$75,000	\$75,000
TOTAL	\$0	\$0	\$75,000	\$75,000

The city's Housing Coordinator will develop an application and payment process for rental payments. Proof from landlord must be received with application, as well as explanation of COVID-19 risk and impact.

Reviewed by Finance Department:

Initial sf

Date 10/3/2023

RESOLUTION NO. 5086

**A RESOLUTION SUPPORTING FNSB ORDINANCE NO. 2023-60, AN
ORDINANCE AMENDING FNSBC TITLE 4 TO DELEGATE CERTAIN
BOARD OF ADJUSTMENT DUTIES TO THE CITY OF FAIRBANKS AND
TO THE CITY OF NORTH POLE AND AMENDING FNSBC TITLE 4
REGARDING APPOINTMENTS TO THE PLANNING COMMISSION**

WHEREAS, in the coming weeks, the Fairbanks North Star Borough Assembly will consider Ordinance No. 2023-60, which would reestablish the Fairbanks City Council as the board of adjustment for decisions regarding land within the City of Fairbanks; and

WHEREAS, throughout the City's history, the City Council has served as the board of adjustment, but that changed when the Borough Assembly adopted Ordinance No. 2016-36, an ordinance that revoked the Council's authority to sit as the board of adjustment; and

WHEREAS, on February 10, 2020, the City Council unanimously passed Resolution No. 4903, A Resolution Requesting the Borough Assembly to Reestablish the City Council as the Board of Adjustment for Appeals Involving Property Located Within the City of Fairbanks; and

WHEREAS, in the fall of 2020, the City Council unanimously passed Resolution No. 4934, which supported Borough Ordinance No. 2020-28, An Ordinance Amending Title 4 to Delegate Certain Board of Adjustment Duties to the City of Fairbanks, and Amending Title 4 Regarding Appointments to the Planning Commission; however, the Borough Assembly failed the ordinance by a vote of 3 – 6; and

WHEREAS, the City Council sincerely believes that appeals involving land use decisions for land located within the corporate boundaries of the City of Fairbanks are best decided by the City Council, the officials elected by the people most affected by such land use decisions.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fairbanks urges the Borough Assembly to adopt Ordinance No. 2023-60 and reestablish the Fairbanks City Council as the board of adjustment for decisions regarding land within the City of Fairbanks.

BE IT FURTHER RESOLVED that the City Clerk is directed to provide the Borough Clerk an executed copy of this Resolution for distribution to members of the Borough Assembly.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

FAIRBANKS NORTH STAR BOROUGH
Historic Preservation Commission
April 4, 2023
5:30 p.m.

A regular meeting of the Historic Preservation Commission was held Tuesday, April 4, 2023, in the Mona Lisa Drexler Assembly Chambers of the Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska.

ROLL CALL

There were present:

Martin Gutoski	Amy Viltrakis
Patricia Peirsol, Vice-Chair	Matthew Reckard, Chair

Comprising a quorum of the Commission, and

Melissa Kellner, Community Planning Deputy Director
Kayde Whiteside, Long Range Planner
Alexis Fackeldey, Administrative Assistant III, Clerk

Absent and Excused

Molly Proue (excused)

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

MESSAGES - continued

2. Disclosure and Statement of Conflict of Interest

Chair Reckard passed the gavel to Vice-Chair Peirsol.

Chair Reckard declared a potential conflict of interest in that he is a consultant with Design Alaska and is under contract with the Fairbanks North Star Borough regarding the S.S. Nenana. Vice-Chair Peirsol determined a conflict of interest exists and excused Chair Reckard from the dais on items involving S.S. Nenana.

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

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.

Chair Reckard removed Item E.1. from the consent agenda:

Historic Preservation Commission meeting minutes from March 7, 2023.

PEIRSOL, moved to approve the agenda, as amended
Seconded by VILTRAKIS

VOTE ON MOTION TO APPROVE THE AGENDA, AS AMENDED.

Yeses: Viltrakis, Peirsol, Gutoski, Reckard

Noes: None

MOTION CARRIED 4 Yeses, 0 Noes

MINUTES

1. *Historic Preservation Commission meeting minutes from March 7, 2023.

Clerk's Note: This item was removed from the consent agenda.

VILTRAKIS,
Seconded by GUTOSKI

moved to approve the minutes of March 7, 2023, amending Chair Reckard's status with Design Alaska from "employee" to "consultant."

VOTE ON MOTION TO APPROVE THE MINUTES OF MARCH 7, 2023, AMENDING CHAIR RECKARD'S STATUS WITH DESIGN ALASKA FROM "EMPLOYEE" TO "CONSULTANT."

Yeses: Viltrakis, Gutoski, Peirsol, Reckard

Noes: None

MOTION CARRIED 4 Yeses, 0 Noes

REPORTS

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

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

- Future meetings.
- Annual Certified Local Government Report.
- Fort Wainwright Cultural Resources Working Group.
- Budget.
- Teleconferencing.
- Commission Vacancies.
- State Historic Preservation Office Virtual Education Series.

2. North Pole Grange Hall Report by John Poirrier

John Poirrier, owner of the North Pole Grange Hall, reported on the progress of the National Historic Register application process.

3. S.S. Nenana Update

No report provided.

NEW BUSINESS

1. Discussion of demolition of the Polaris Building to include grant opportunities for Polaris Building commemoration and recognition activities.

Melissa Kellner, Community Planning Deputy Director, provided information on grant opportunities for the Polaris Building commemoration and recognition activities.

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

Kayde Whiteside, Long Range Planner, provided information on Richardson Highway Northbound Chena Flood Control Bridge #1364 Replacement State/Federal Project Numbers: NFWY00782/0A24035 and recommended agreement with the area of potential effect.

Discussion ensued on the stages of Section 106 projects and the location of a local historical pictograph site.

Kayde Whiteside, Long Range Planner, provided information on Steese Highway Bridge Replacement State Federal Project Numbers: NFWY00781/0670046 and recommended no change to the area of potential effect.

No recommendations were made.

Discussion ensued on the interstate highway system's exemption from Section 106 and the reason for the construction.

No recommendations were made.

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

No letters were provided.

EXCUSE FUTURE ABSENCES

NONE

COMMISSIONERS' COMMENTS/COMMUNICATIONS

Vice-Chair Peirsol commented on the Annual Certified Local Government Report and volunteering at the North Pole Grange Hall.

Commissioner Gutoski commented on the date the State of Emergency Declaration ends.

Chair Reckard announced the next meeting dates of May 2 and June 6, 2023.

ADJOURNMENT

There being no further business to come before the Historic Preservation Commission, the meeting was adjourned at 6:16 p.m.

APPROVED: September 5, 2023



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – AUGUST 2, 2023
HELD VIA [ZOOM WEBINAR](#) AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:03 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 (via Zoom, Seat C)** and with the following members in attendance:

Members Present: George Dalton, Seat A
 Janet Richardson, Seat D
 Julie Jones, Seat E
 Amy Stratman, Seat G
 Jeff Jacobson, Public Works Director

Absent: *Vacant*, Seat B
 Karen Erickson, Seat F

Also Present: Colt Chase, Deputy City Clerk

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of July 5, 2023

J. Jones, seconded by **G. Dalton**, moved to APPROVE the meeting minutes.

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

APPROVAL OF AGENDA

Chair Kilbourn added one item under Open Agenda: ‘Election of Vice Chair’

J. Jones, seconded by **J. Richardson**, moved to APPROVE the agenda, as Amended.

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

CITIZEN’S COMMENTS – None

COMMUNICATIONS TO COMMISSION

The following email was sent to the commission on July 25, 2023:

“To Whom It May Concern,

Hello, I'm Amy M. Stauner. I volunteer with Billion Graves (www.BillionGraves.com) that has partnered with Family Search. My mission is to photograph and index (transcribe) every headstone in Fairbanks, North Pole and surrounding areas so the public can find their deceased relatives.

This email is to request a cemetery plot map that shows every gravestone/headstone. In order to ensure that every gravestone is photographed and indexed. Please feel free to contact me at (907) 322-3221 or via email at amymstauner@live.com if you have any questions.

*Regards, and thank you for your time.
-Amy M. Stauner”*

[This item was included in the agenda packet; however it was not addressed during the meeting]

COMMISSION SEAT TERMS

Chair Kilbourn confirmed with G. Dalton that he intended to renew for another term when his seat expires at the end of the month. She reminded him to submit that renewal as soon as possible, as they do not want to lose him on the Commission. It was noted that K. Erickson, whose seat also expires soon, has already applied to renew for another term.

It was noted that Michael Gibson, who held Seat B, submitted a resignation letter since the last meeting. **Chair Kilbourn** shared that Dawn Milligan had applied to fill the seat for the remainder of the term. She stated that M. Gibson had recommended D. Milligan to replace him, and members have had tremendous experience working with her at the cemetery.

Chair Kilbourn indicated that she would love to have a volunteer log so that individuals who come out to help can be recognized and have their names shared via the on-site kiosks.

EVENTS & PUBLIC RELATIONS

Chair Kilbourn stated they have been meeting regularly on Tuesdays at 9 a.m. at the cemetery to work. She asked for confirmation on how many stones they have managed to place so far this year. **J. Richardson** shared that earlier in the season they had completed 47. She stated that the total is now probably close to 100 and that they have dug 40 new holes in the last 3 weeks. She stated that they are waiting for the last 62 markers, so they are digging holes and putting down the concrete bases in preparation for the headstones. She commented that the help has been great.

UNFINISHED BUSINESS

a) Sample Sign Layout

J. Jones provided an update regarding her photo selection process for some aerial images to be included on the sample sign being created and shared pictures with those in the room.

b) Update on Quiring Monument Orders

J. Jones shared that the final 60 monuments as well as the two Johnston stones had been finished, palletized, and ready to ship. She indicated that was the status three weeks ago; however there has been no additional notification regarding shipping. **J. Jacobson** added that Public Works has not seen any shipments but will let the Commission know if markers arrive. **J. Jones** stated that she will let the company know that they have a limited window for their work due to weather constraints.

c) Dandelions

J. Jacobson stated Alex [Public Works staff] had waited for weather conditions to be conducive before applying the dandelion mitigation product but that the product was applied over a month ago. He asked if the dandelions are still bad and need a second application. **J. Richardson** responded that the dandelions look as healthy and happy as ever, and **Chair Kilbourn** agreed that it does not appear that the product made any impact.

d) Ants

In his report for item (c), **J. Jacobson** included a reference that Alex had also applied the ant mitigation product around the same time as the dandelion product. Later in the meeting, **J. Jacobson** asked if the Commission needed another application of this product or if they had noticed any difference. The consensus was that, like the dandelions, it does not seem to be any different than earlier in the season. **J. Richardson** shared that her conversation with Alex included a request to apply the material primarily around the trees and areas where they work. She stated that he was to leave any leftover product inside the shed for later use. **J. Jacobson** stated that he would drive by the cemetery to assess the situation and make note of any Public Works tasks that need. He stated that new planters are being delivered soon, and they can take care of loose ends.

e) PVC Crosses

J. Richardson shared that her husband is planning to start again on getting the crosses installed in about a week. **J. Jones** asked if he needed help and offered the name of an individual who could assist with this and other projects.

NEW BUSINESS

a) Henry Irving GPS survey of Pioneer Section (7/24/23)

J. Richardson reported that H. Irving GPS-marked all plots in the Pioneer section, which completes the GPS marking of the entire cemetery. She stated that the information was inserted into the master map of the property, and H. Irving printed several copies of the updated, finalized map which will now need to get laminated for display. She also shared that she will be updating the master burial index with additions and corrections, replacing the printed copies on the kiosks. Additionally, she provided a flash drive to A. Stratman with photos of interred individuals as well as images of the cemetery to create a board with images, short bios, and other cool stuff.

b) Signage request to City re: parking

J. Richardson explained that a search for the cemetery on Google Maps takes everyone to the end of 5th Avenue. She stated that residents in that area would prefer there not to be a lot of cemetery visitors parking on the street. She asked if there was a way to have additional signage made to direct people to the appropriate parking area on Clay Street. **J. Jacobson** responded that there should be existing signage on 5th Avenue that states there is no parking from that sign to the cemetery. He stated he is not sure if the signage is still in place, but they could potentially add something at the entrance of that final section of 5th Avenue indicating that cemetery parking is available on 7th Avenue or Clay Street. **J. Richardson** stated that they would really prefer people to park in the main parking lot. **J. Jacobson** clarified other existing signage that directs visitors to that particular area. **J. Richardson** stated that the challenge is Google Maps directing people in a way that makes sense digitally, to a mapping program, but is not what they would like to see. Clerk Chase shared that it is possible for a business to claim a location within the Google realm, in order to be able to edit details about the entry. He indicated that is a way to help steer visitors who use that tool to a certain route.

c) Reimbursements

J. Jones, seconded by **G. Dalton**, moved to approve the following reimbursements, using funds from the Bed Tax account:

- A. Kilbourn. Total reimbursement of \$82.59 for two purchases:
 - \$65.61 for three tubes of adhesive/sealant (\$21.87/ea). Fairbanks Block & Building Materials. 7/10/23
 - \$16.98 for two cans of orange marking paint (\$8.49/ea). AIH. 7/10/23
- J. Richardson. Total reimbursement of \$112.12 for several items:
 - Steel tamper: \$54.98
 - Stake flags: \$10.97
 - Marking paint: \$9.98
 - Silicone: \$29.92 (qty. 4 @ \$7.48/ea)
 - Insect repellent: \$6.27

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

REFERENCE MATERIALS

a) July 2023 Room Rental Tax Balance Report

J. Jones indicated that, not including the reimbursements which had just been approved, the current balance of the account is \$7,503.18. She stated they have a plan to order markers as discussed at the last meeting, so they can use the funds by the deadline. **J. Jacobson** asked if the monies in the account have all been committed. **J. Jones** responded that they have not placed the order yet, but with what they have planned, they will be using the majority of the balance. She stated that at the last meeting, they calculated that this account, along with the Capital Projects

Fund, would be encumbered with anticipated orders tied to the research currently underway. She also suggested that they consider purchasing both a hand truck and wheelbarrow (with two wheels in the front) to help with moving around some of the heavier items that they frequently handle. **J. Jacobson** asked that if they do purchase those items, to make sure they clearly mark them as belonging to the Commission to avoid any Public Works staff mistaking the items as City equipment. **J. Jones** volunteered to purchase the discussed items and submit receipts for reimbursement approval at the September meeting. She stated that they will not have storage space for a new wheelbarrow in addition to the single-wheel model currently in the shed at the cemetery, and asked if that could be taken away. **J. Jacobson** responded that would be fine, as long as the Public Works employees could use the new wheelbarrow whenever they need to use it on-site.

Chair Kilbourn praised the incredible job that four Public Works employees did in clearing out old pallets and moving a large stone on an incredibly hot day. She stated the crew is really appreciated. She stated there are more items that still need to be removed on the 5th Avenue side of the building, as there was no more room on the truck that day.

b) July 2023 Capital Projects Fund Balance Report

J. Jones stated she was preparing another large order with all the names that are ready. She shared that there are currently another 30 at that stage, and there may be more in the near future. **J. Jacobson** asked if they needed more pea gravel, and several Commission members confirmed that they will, especially to go with this next order.

Chair Kilbourn asked for an update on concrete pads. **J. Jacobson** stated he had emailed Commission members a copy of an invoice from November 2022 for an order that had been placed and paid for with funds from last year. **J. Jones** added that they had just placed an order for 54 more the week prior. Clerk Chase stated that he has not yet received an invoice. **Chair Kilbourn** confirmed that she will follow up with the company to ensure an invoice is received soon, as there have been delays in the past.

J. Jacobson spoke to the budgeting process and stated he wanted to ensure that all funds had been encumbered by the appropriate time. He stated the Bed Tax account should be spent by the end of September, as October is the month that the report on usage of the funds is due. He stated that Capital funds begin to be swept back into the City's General Fund by the City's Chief Financial Officer (CFO) beginning in November, so those funds should be targeted for use by the end of October. **Chair Kilbourn** stated that she is confident they can get at least 30 names ready to place orders for materials well before those deadlines. **A. Stratman** shared that she has some additional names that can be submitted as well. Discussion ensued regarding anticipated ordering prices and quantities, including a reference to a \$300 credit they should be entitled to for a past delivery fee on an order they picked up directly. **J. Jones** stated that they are easily within the \$9,000 range with the names that are already prepared, so they should have no problem spending the funds.

J. Jacobson asked if there was interest from the Commission in requesting additional Capital funds for more markers. He indicated that more funds could be requested in the new budget cycle, if desired. He questioned how much he should request for 2024 to allow the Committee to continue to work at its current pace. **J. Jones** suggested that they plan for a slower year as far as Capital

funds, as they have a lot of time-consuming research to do after a busy year of physical labor. She stated it is part of the regular cycle of the Commission's work, with some years being more research-based and others involving more manual labor. **J. Jacobson** suggested a request of \$10,000.

OPEN AGENDA

a) Election of Vice Chair

A. Stratman, seconded by **G. Dalton**, motioned to elect J. Richardson as Vice Chair of the Commission.

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

Clerk Chase shared that he made another post on Facebook to highlight a recent workday at the cemetery and that he would be happy to do something similar each month of the outdoor season, as long as pictures or stories of events at the cemetery are submitted to him. **J. Richardson** stated that she has had individuals mention seeing things like this recently, and they have gone out to check out the cemetery for the first time, commenting on how wonderful it looks.

NEXT MEETING DATE

Chair Kilbourn confirmed that the next meeting is scheduled for September 6, 2023, at 5 p.m.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:43 p.m.



Aldean Kilbourn, Chair



Colt Chase, Deputy City Clerk

Transcribed by: CC



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – SEPTEMBER 6, 2023
HELD VIA [ZOOM WEBINAR](#) AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:03 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
 Dawn Milligan, Seat B
 Janet Richardson, Seat D
 Julie Jones, Seat E
 Amy Stratman, Seat G
 Jeff Jacobson, Public Works Director

Absent: Karen Erickson, Seat F

Also Present: Colt Chase, Deputy City Clerk

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of August 2, 2023

G. Dalton, seconded by **J. Richardson**, moved to APPROVE the August 2, 2023 meeting minutes.

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

APPROVAL OF AGENDA

J. Jones added item (b) under New Business: “2023/2024 Bed Tax.”

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

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

CITIZEN’S COMMENTS – None

COMMUNICATIONS TO COMMISSION

No written communications were received since the previous meeting.

Chair Kilbourn shared that she received an email earlier in the day from City Clerk Dani Snider from an individual expressing a desire to have a monument placed for a relative; she stated, however, that the person is in an unknown grave. She stated there is not much they can do and that she has not yet responded but will do so soon. She also shared about a conversation she had with an individual who claimed that a name was incorrect on a marker with the last name Adcock. She stated that no further communication has occurred. She stated that she and J. Richardson believe the grave information is correct and it is actually not her relative.

EVENTS & PUBLIC RELATIONS – None

UNFINISHED BUSINESS

a) Sample Sign Layout

J. Jones provided an update regarding the sign being prepared for production. She shared an updated version for Commission members to review, including the draft narrative highlighting the topics of aerial photography over the decades (airplane/satellite/drone), the evolution of the surrounding area, and the overall history of the cemetery. Input was provided by various Commission members on the sign language. There was discussion regarding using a drone to get an updated aerial image for 2023, particularly to highlight the newly installed white crosses which add a very nice element to the imagery. She thanked everyone for their contributions and stated that she will prepare a final draft for Commission review soon.

b) Quiring Monument Orders

J. Jones reported that she has submitted an order of 47 markers with Quiring Monuments. She shared that there is one small invoice for the two Johnstone pieces that arrived with the larger order earlier this summer. She stated the larger order was paid for in late 2022, but the Johnstone order was invoiced separately and remains unpaid. She forwarded the invoice to Deputy Clerk Chase to process and stated she is pushing to get an invoice as quick as possible for the new order so they can use remaining bed tax funds for 2023 prior to the reporting deadline of October 31.

Public Works Director Jeff Jacobson pointed out that recent pea gravel purchases did not reflect on the updated financial reports and stated it is possible that those were paid for out of a Public Works account. He stated he would track down that item and request that the Finance Department transfer the purchase amount from the correct Clay Street account. He also suggested that it would be prudent to order a large amount of concrete pillows to use up remaining Capital funds. It was pointed out that production would soon close for those, so it would be important to place that order soon. **Chair Kilbourn** stated that she can proceed with the order but wanted to confirm that there were no other outstanding expenses for that account.

J. Jones shared calculations for the recently placed order of 47 markers to illustrate how much of the remaining funds is already encumbered. **Chair Kilbourn** confirmed that the plan is to use remaining Capital funds to cover the new order of markers, then focus on using bed tax grant monies on things like concrete pillows. She stated that, ultimately, while they do have work to do

this month with finalizing orders and getting invoices processed, they are not concerned about having leftover money reabsorbed into the General Fund.

c) PVC Crosses

J. Richardson reported that her husband, Tony, and his 92-year-old friend, Harry, together put in a total of 93 of the white PVC crosses on unknown graves, mostly in the southwest section of the cemetery. She stated they installed the crosses with quick-mix concrete to ensure they stay in place. She stated they are very cleanly aligned in areas where multiple crosses were placed, and they look fantastic. She stated there are some other areas that need crosses, and they will attend to those in the near future.

d) Signage to Direct Visitors (Parking)

J. Jacobson shared that new signage had been placed in the locations discussed at the last meeting to direct visitors to the appropriate areas for parking. He stated that an image of the new signs was emailed to the Commission members.

J. Jones asked Deputy Clerk Chase if he had any luck with updating the Google Maps markers associated with the cemetery, which sometimes lead people to the wrong location. Deputy Clerk Chase explained that upon attempt to do so, he learned that someone else in the past had established a City-related Google account and no one so far has been able to identify ownership of it. He stated he has contacted the Chief of Staff to discuss how they should proceed with establishing a centralized Google account for updating City location details throughout that application.

NEW BUSINESS

a) Reimbursements

G. Dalton, seconded by **A. Stratman** moved to APPROVE the reimbursements outlined in detail on the agenda. The total of proposed reimbursements is \$653.95, divided as follows:

- A. Kilbourn – \$193.21
- J. Jones – \$392.04
- J. Richardson – \$68.70

Chair Kilbourn took a voice vote on the motion to APPROVE the reimbursements to be paid from the bed tax account, and all members voted in favor.

b) 2023/2024 Bed Tax Grant

J. Jones reported that October is the month to submit final documentation for 2023 bed tax grant expenses as well as apply for 2024 awards. She stated that by their next meeting, she will have the application narrative drafted, which she usually shares with someone else for editing beforehand. She suggested having A. Stratman help with that. She stated the full application will be ready for

review at the next meeting. She stated she plans to attend the Discretionary Fund Committee presentation meeting in December. **Chair Kilbourn** stated that she and J. Richardson will not be available to attend, so other Commission members may be called upon to join J. Jones.

REFERENCE MATERIALS

a) August 2023 Room Rental Tax Balance Report

J. Jones shared that after reimbursements, the remaining bed tax grant fund balance is \$3,282.53.

b) August 2023 Capital Projects Fund Balance Report

No additional discussion occurred regarding the use of the remaining funds for this account.

OPEN AGENDA

J. Richardson reported that through the combined work of the Commission and volunteers, they have installed 147 markers so far in 2023.

Chair Kilbourn praised several individuals for their outstanding work, including J. Jones, Jude, Nick, Gary and their newly appointed member, D. Milligan, who showed up one day because she heard the call to action. She stated she hopes to see something published in the News-Miner soon.

J. Richardson, with the concurrence of others, gave praise to Alex and Eli from Public Works for all their efforts maintaining the grounds over the summer. **J. Jacobson** shared that Eli, a temporary worker, has taken a permanent position with the department. He stated he will not be assigned to the cemetery next summer, but they can train whatever temporary employee is hired in 2024.

NEXT MEETING DATE

Chair Kilbourn confirmed that the next meeting is scheduled for October 4, 2023, at 5 p.m.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:51 p.m.



Aldean Kilbourn, Chair



Colt Chase, Deputy City Clerk

Transcribed by: CC