

**FAIRBANKS NORTH STAR BOROUGH**  
**SUSTAINABILITY COMMISSION MEETING AGENDA**  
*Chizmar Conference Room, Juanita Helms Administration Center*  
*907 Terminal Street, Fairbanks, AK*

May 9, 2018 at 6:30 PM

**A. ROLL CALL**

**B. MESSAGES**

1. Citizen's Comments - limited to three (3) minutes
  - a. Agenda Items
  - b. Items other than those appearing on the agenda
2. Disclosure & Statement of Conflict of Interest

**C. APPROVAL OF AGENDA AND CONSENT AGENDA**

Approval of Consent Agenda passes all routine items indicated by an 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.

**D. \*MINUTES**

1. \*Minutes from March 14, 2018
2. \*Minutes from April 25, 2018

**E. UNFINISHED BUSINESS**

1. Action Items:
  - a. Status of FY19 Sustainability Commission budget
  - b. Recycling Fee follow-up
  - c. Brief CRF update
  - d. Future Public engagement
    - i. Town hall meeting follow-up (includes processing data)
    - ii. Alternative Public Engagement Strategy
    - iii. Sustainability Summit / Partnering with UAS (incl. telephone guest Jim Powell)
    - iv. Survey
    - v. Approve audio/visual presentation for future meetings
    - vi. Fact sheet update

**F. NEW BUSINESS**

1. Action Items:
  - a. Horizontal Baler Statement – Approve
2. Discussion Items:
  - a. FNSB Community Planning – Urban Agriculture
  - b. Fairbanks Soil & Water Conservation
  - c. Liaisons Conversation

**G. EXCUSE FUTURE ABSENCES**

**H. COMMISSIONER'S COMMENTS/COMMUNICATIONS**

1. Chairperson's Comments
2. Commissioner's Comments

**I. ADJOURNMENT**

## FAIRBANKS NORTH STAR BOROUGH SUSTAINABILITY COMMISSION MEETING

### **DRAFT MINUTES**

**March 14, 2018**

A regular meeting of the Fairbanks North Star Borough SUSTAINABILITY COMMISSION was held in the *NOEL WIEN LIBRARY CONFERENCE ROOM, 1215 COWLES STREET, FAIRBANKS, AK.*

The meeting was called to order at 6:30 p.m. by Brett Parks, Chair.

#### **A. ROLL CALL**

**MEMBERS PRESENT:** Brett Parks, Chair; Ariane Glover, Jimmy Fox, Morgan Hough, John Davies

**MEMBERS ABSENT:** Karl Monetti

**OTHERS PRESENT:** Dan Sloan, Director of Public Works; Brittany Smart, Special Assistant to the Mayor; Bobette McKirgan, Administrative Assistant; Rita Heselton, Administrative Assistant; Christopher Quist, Assembly Liaison; Wyatt Hurlbut, UAF Liaison; Cam Webb, Northern Alaska Environmental Center Liaison; Karl Hough, guest.

Mr. Parks welcomed new commissioner John Davies. Ms. Glover discussed procedural changes to be employed in meetings and the recent training provided by the Clerk's office.

#### **MESSAGES**

1. Citizen's Comments - limited to three (3) minutes
  - a. Agenda Items  
Mr. Webb voiced his interest in sustainable wood energy and concerns of the effects of global warming.  
Mr. Hurlbut commented that the Central Recycling Facility is moving forward; also that the glass pulverizer at UAF is up and running.  
Mr. Quist questioned whether an ordinance is necessary to codify liaisons and will follow-up with the Clerk's office. Mr. Quist added his purpose is to listen in the meetings and report to the assembly.
  - b. Items other than those appearing on the agenda  
None
2. Disclosure & Statement of Conflict of Interest  
None

#### **B. APPROVAL OF AGENDA AND CONSENT AGENDA**

Approval of Consent Agenda passes all routine items indicated by an 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.

Motion to approve the agenda and consent agenda made by Ms. Glover seconded by Mr. Fox. Carried without objection or roll call vote.

#### **C. \*MINUTES**

1. \*Minutes from February 21, 2018

**D. UNFINISHED BUSINESS**

1. Action Items:

- a. Approval of fact sheet for town hall meetings (draft attached)

Motion to approve the fact sheet for town hall meetings made by Mr. Fox seconded by Ms. Glover. Carried without objection or roll call vote.

Motion to amend the fact sheet to include new commissioner Davies made by Ms. Glover seconded by Mr. Fox. Carried without objection or roll call vote.

Inclusion of recycling topics in meetings and recycling information being available for historical purposes discussed; also that a broader mandate has been established that includes some topics addressed by the recycling commission.

Motion to substitute the fact sheet provided in the packet with the fact sheet submitted by Mr. Parks made by Mr. Fox seconded by Mr. Davies. Carried without objection or roll call vote.

Motion to accept changes to the fact sheet made by Ms. Glover seconded by Mr. Fox. Carried with roll call vote. Ayes: Mr. Parks, Mr. Fox, Mr. Hough, Mr. Davies. Noes: Ms. Glover

Motion to accept changes made to the fact sheet including the edited mission statement made by Mr. Fox seconded by Mr. Hough. Carried without objection by roll call vote.

- b. Approval of information for individual tables at town hall meetings  
Discussion of borough powers ensued. Each commissioner provided a briefing of their assigned topic. Mr. Parks presented information provided by Mr. Monetti.

Motion to approve information for individual tables at town hall meetings made by Mr. Fox seconded by Ms. Glover. Carried without objection by roll call vote.

2. Discussion Items

- a. Town hall on April 11<sup>th</sup>

A town hall meeting will be held at the Cold Climate Housing Research Center on April 11, 2018 in lieu of the regular meeting; Mr. Parks will confirm venue with Mr. Grunau of the CCHRC. Ms. Smart advised that the mayor will approve town hall meetings on a case by case basis and questioned whether noticing of the facility tour prior to the town hall is necessary.

Discussion ensued regarding the presentation of topics/materials. Ms. Smart suggested a brief run-through of a fact sheet and an open floor setting might be the best use of the time.

- b. Post-meeting survey set-up

Mr. Parks explained the town hall meeting survey provided to commissioners; Ms. Smart will distribute the survey through the mayor's office.

- c. Printed comment cards

Ms. Glover discussed public service announcements and legal noticing requirements. Mr. Parks will provide a flyer for distribution.

Motion to approve the Chair and Vice Chair to work with the FNSB administration on this event made by Mr. Davies seconded by Ms. Glover. Carried without objection or roll call vote.

Mr. Fox discussed alternating town hall meeting and regular meeting dates; suggested tentative dates for regular meetings and town hall meetings through the end of the year.

Mr. Parks outlined the town hall meeting format.

**E. EXCUSE FUTURE ABSENCES**

None

**F. COMMISSIONER'S COMMENTS/COMMUNICATIONS**

1. Chairperson's Comments

Mr. Parks advised that Jim Powell of UA Southeast has funds to further support the commission as it develops. Ms. Smart expanded on the subject and the development of measurable goals as a way to partner with UA, including use of their facility; suggesting this as an agenda item for the May 9<sup>th</sup> meeting. Mr. Davies suggested use of a template or dashboard as a helpful tool.

2. Commissioner's Comments

Mr. Davies suggested reporting to the assembly this year instead of a year out. Mr. Quist said he regularly provides in-depth reports to the assembly. Mr. Parks will make a statement at an assembly meeting regarding commission progress.

Ms. Glover reminded members about following meeting protocol and thanked staff members for their efforts in support of the commission.

Mr. Fox expressed appreciation for Mr. Parks' efforts to keep the commission on track. Mr. Fox also mentioned plans to attend an Earth Day event in April.

**G. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:26 p.m.

## FAIRBANKS NORTH STAR BOROUGH SUSTAINABILITY COMMISSION SPECIAL MEETING

### **DRAFT MINUTES**

**April 25, 2018**

A special meeting of the Fairbanks North Star Borough SUSTAINABILITY COMMISSION was held in the *ESTER CONFERENCE ROOM, 2<sup>ND</sup> FLOOR JUANITA HELMS ADMINISTRATION CENTER 907 TERMINAL STREET, FAIRBANKS, AK.*

The meeting was called to order at 6:30 p.m. by Brett Parks, Chair.

#### **A. ROLL CALL**

**MEMBERS PRESENT:** Brett Parks, Chair; Ariane Glover, Co-Chair; Jimmy Fox, Morgan Hough, John Davies, Karl Monetti, Wyatt Hurlbut

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Brittany Smart, Special Assistant to the Mayor; Sean Huntington, Recycling Manager; Bobette McKirgan, Administrative Assistant; Christopher Quist, Assembly liaison; Claire Stuyck, Green Star of Interior Alaska; Brenda Sadler, guest.

#### **MESSAGES**

1. Citizen's Comments - limited to three (3) minutes
  - a. Agenda Items
  - b. Items other than those appearing on the agenda  
Ms. Sadler voiced her concerns and ideas about the need for recycling in North Pole.
2. Disclosure & Statement of Conflict of Interest  
None

#### **B. APPROVAL OF AGENDA AND CONSENT AGENDA**

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Motion to approve the agenda and consent agenda made by Mr. Monetti seconded by Mr. Fox. Carried without objection or roll call vote.

#### **C. UNFINISHED BUSINESS**

1. Discussion Items:
  - a. Central Recycling Facility update, including proposed fee schedule.  
Mr. Huntington reported that 525 tons of material had been processed; the CRF recently accepted 217 deliveries in one day. 3<sup>rd</sup> quarter numbers were down. Revenue and market fluctuations, transportation costs, and costs for sending a variety of materials discussed. The Earth Day event, electronics items may be added for acceptance. The Green Star recycling guide was provided. Clean up day and bag availability was discussed. The recycling web site is being updated. Issues with the loading dock door height discussed.
  - b. Reflections on the April 11<sup>th</sup> Town Hall meeting. Motion to move the discussion to unfinished business made by Mr. Fox seconded by Mr. Monetti.

**D. NEW BUSINESS**

1. Action Items:

a. Sustainability Commission comments to the Administration regarding the proposed recycling fee schedule. Ms. Stuyck with Green Star of Interior Alaska discussed the impact fees have on the volume of materials; noting her company is working with tight margins. Fee adjustment, commercial drop-offs and electronics discussed. Mr. Quist questioned whether CRF could handle the volume.

Motion to approve the memo to the Assembly made by Mr. Fox seconded by Ms. Glover. Carried without objection or roll call vote.

Motion to amend the approved memo made by Mr. Fox seconded by Mr. Hough. Carried without objection or roll call vote.

Discussion ensued and amendments suggested.

A move to approve the memo to the Assembly with the suggested amendments made by Mr. Fox seconded by Ms. Glover. Carried without objection or roll call vote.

2. Reflections on the April 11<sup>th</sup> Town Hall meeting.

A motion to move Reflections on the April 11<sup>th</sup> Town Hall meeting to the next regular meeting made by Mr. Fox seconded by Ms. Glover

**E. EXCUSE FUTURE ABSENCES**

- 1) Ms. Glover
- 2) Mr. Davies

**F. COMMISSIONER'S COMMENTS/COMMUNICATIONS**

1. Chairperson's Comments

2. Commissioner's Comments

Mr. Davies thinks it is urgent to encourage the administration to move as quickly as possible to obtain a horizontal baler to take advantage of opportunities, e.g. office paper. Mr. Davies expressed willingness to work with the recycling manager and special assistant to determine numbers to support securing a horizontal baler.

Mr. Fox reported on the recent Earth Day event he attended; he would like to discuss alternatives to the town hall at the next meeting to obtain higher quality of input and whether to continue in the same manner.

Ms. Smart discussed mayoral support of the CRF; noting the CRF is in a fragile state and oversight needs to remain a priority in order to keep the program afloat.

**G. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:32 p.m.