DISCRETIONARY FUND COMMITTEE AGENDA
NOVEMBER 12, 2026, 12:00 P.M.
HELD VIA TELECONFERENCE AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA

PRELIMINARY MEETING

1. Roll Call

2. Approval of Meeting Minutes – January 9, 2026

3. New Business

   a) Introduction of Committee Members

   b) Report from Chair Sprinkle

   c) Committee Policies and Procedures (tardiness, absences, presentation format, etc.)

   d) Financial Report by Jennifer Payan, Grants Administrator

   e) Disclosure of Conflicts of Interest by Members

4. Committee Member Comments

5. Date of Next Meetings – Presentation and Distribution meeting dates to be determined by the Committee

6. Adjournment

DISCRETIONARY FUND COMMITTEE
MEETING MINUTES, JANUARY 9, 2026, AT 12:00 PM
HELD VIA TELECONFERENCE AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA

The Discretionary Fund Committee convened at 11:59 A.M. on the above date to conduct a Wrap-Up Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via Zoom with Councilmember **Lonny Marney (Seat F)** presiding and with the following members in attendance:

Members Present:	Karen Blackburn, Seat A
	Thomas Alexander, Seat B
	Samantha Kirstein, Seat C
	Traci Gatewood, Seat D
	Victoria Dowling, Seat E
Also Present:	Diana Hebel, Licensing Clerk/Cashier
	D. Danyielle Snider, City Clerk
	Sarah Fuerst, Grants Administrator

APPROVAL OF MEETING MINUTES

a) Approval of Meeting Minutes – December 2, 2025

Mr. Alexander, seconded by **Ms. Kirstein**, moved to APPROVE the meeting minutes.

There being no objection, the minutes were APPROVED.

b) Approval of Meeting Minutes – December 3, 2025

Ms. Dowling, seconded by **Mr. Alexander**, moved to APPROVE the meeting minutes.

There being no objection, the minutes were APPROVED.

PRESENTATION BY ALASKA WILD LIGHTS, LLC

Ashley Fydenkevez and Kyle Luetkehans presented for Alaska Wild Lights, LLC, who were supposed to have had the opportunity to present on December 2 but was not given that chance due to a staff error.

Committee members asked questions and, after some discussion, decided against funding the application. However, they encouraged the applicant to reapply once they start their venture.

NEW BUSINESS

a) Review of Discretionary Fund Grant Application and Committee Process

DRAFT

i. Sign-up sheet for Q&A

Chair Marney explained that he does not think the Q&A session should be mandatory, but he thinks it is a good idea to have a sign-up sheet. The Committee agreed to have a sign-up sheet.

ii. Whether to make the Q&A session mandatory

Chair Marney called for discussion. Members considered the issue and agreed to make the Q&A session mandatory in hopes that would clear up any confusion or misunderstanding, help applicants submit a successful application, and avoid applications being denied for minor issues.

Chair Marney asked if the Q&A session should also be mandatory for committee members. The Committee agreed to make the Q&A session mandatory for Committee members as well.

Clerk Snider asked if the Q&A session should be available to attend via Zoom. The Committee agreed that a mandatory meeting should be available on Zoom.

iii. Setting a Request Limit

There was much discussion on various ways to set a request limit for the Discretionary Grant. Some members liked the idea of basing the cap on a percentage of what was requested the previous year and others wanted to base the cap on the size of the organization or project.

Chair Marney advised against making drastic changes to the process, noting that community organizations are familiar with the current approach and that maintaining an easy-to-understand process remains a priority.

Clerk Snider pointed out that, according to the Fairbanks General Code (FGC), the Committee does not have the authority to set limits; rather, it could make such a recommendation to the City Council. She further explained that the ordinance states that the City Council will set the criteria and standards for the application process and delegate the work to the Committee.

Discussion continued about using a percentage system and how that may have a negative effect on organizations requesting smaller amounts. Ms. Fuerst pointed out that that issue could make an argument for using a tiered system instead.

Ms. Kirstein stated the Committee ultimately decides allocations, which is the simplest solution.

Chair Marney suggested that applicants need to include in their narrative an explanation as to why they are seeking more funds than previously.

Chair Marney asked members whether they support a tiered system or the status quo.

Ms. Kirstein, seconded by **Mr. Alexander**, moved to keep the application as it is (with no limit).

DRAFT

Hearing no objection, **Chair Marney** declared the motion PASSED.

iv. Review and approve 2026 cover letter and application

Chair Marney requested input on the cover letter, and none was offered. He suggested leaving the 2026 application unchanged and noted he will meet with the City Clerk in August to update the cover letter and clarify that the Q&A session is mandatory.

v. Whether to clarify that the funding request cannot cover items already purchased or paid for

Ms. Gatewood asked if the parameter was already included in the application. Ms. Fuerst explained there is a note in the application guidelines stating that all funds received must be spent within the year awarded. Clerk Snider asked if it is also in the FGC. Ms. Fuerst clarified she does not know if it is in the FGC.

b) Review of the Discretionary Fund Committee Policies and Procedures

Chair Marney asked if there were any changes that needed to be considered.

Ms. Fuerst asked if electronic signatures would be accepted or if a wet signature was required. Clerk Snider stated that digital applications are not accepted because the primary purpose of having applicants submit hard copies is so that the City will not have to expend time and money to make all the necessary copies.

The Committee decided that since hard copies must be submitted, a wet signature is required.

Ms. Gatewood asked that the Q&A session highlight that funds must be spent in the year awarded. Clerk Snider indicated that clarity could be added to the language in the application and the cover letter that states, "Funding cannot cover items already purchased or paid for."

NEXT MEETING – NOVEMBER 2026 (EXACT DATE TO BE DETERMINED BY THE COMMITTEE)

Chair Marney explained that Clerk Hebel usually sends out a Doodle Poll later in the year.

ADJOURNMENT

Ms. Kirstein, seconded by **Ms. Blackburn**, moved to ADJOURN.

There being no objection, the meeting ADJOURNED at 1:13 P.M.

_____ _____

Sue Sprinkle, Chair Diana Hebel, Licensing Clerk / Cashier

Transcribed by: DH

DRAFT

Discretionary Fund Committee
Policies and Procedures

FGC Requirements (summarized):

- Discretionary Grant Funds will be $400,000.00.
- Applicants whose Annual Report is not filed by October 31 are ineligible to apply.
  - Final Annual report with all expenditures is due by December 31.
- 10% of grant monies from the prior year are withheld until Annual Report is filed with Finance Dept.
- Any organization or person, public or private, may apply for grant monies.
- Applications must be received by City Clerk's Office no later than 5:00 P.M. on October 31. Postmarks will be considered.
  - Committee requires applications to be complete and copied upon submittal.
- Applicants cannot request funding to support the following:
  a. Loans, deficits, or debt reduction
  b. Endowments
  c. Scholarships
  d. Health and social services activities

1. Grant Guidelines:
   a. Contribute significantly to the growth and promotion of Fairbanks
   b. Monies must supplement a successful ongoing program of activities or a new program that will need initial support to accomplish its stated goals

- Scoring procedures and conflicts of interest are decided at the Committee's preliminary meeting each year.
- Committee members send their individual allocations to the Finance Department by a date and time agreed upon by the Committee prior to the distribution meeting.
  - Allocations must be sent to Finance staff no later than 10:00 A.M. the day of award announcement.
- Each Committee member reads their allocation into the record during the distribution meeting. Allocations are not final until approved by the City Council at the first Council Meeting in January.

Stated in the Minutes:

- If an event or organization creates tourism/economic development for the City of Fairbanks, the entity itself does not have to be within city limits to be eligible for grant funding.
- The presentation meeting will start on time regardless of who is present.
- Presentations will be held in one meeting only.
- Presenters will present in the order applications were received. There will be no exceptions to this rule unless a presenter misses their turn and the Committee allows them to present later in the meeting.
- No specific time slots are allotted, and presenters are encouraged to arrive at the start of the meeting.
- If a Committee member is absent for any presentations, they will not be permitted to score any applications.
- Each presenter will be given three minutes to present, and there will be (up to) a seven-minute question and response period following each presentation. Presenters may choose to simply answer questions instead of present. At the discretion of the chair, an applicant's question and answer period may be extended.
- No new information may be presented to the Committee members after the October 31 deadline. Electronic presentations and hard copy handouts of any kind are prohibited.
- If three or more Committee members allot a zero allocation at the end of the presentation, the applicant will be eliminated from consideration.
- Committee members must round their allocations to the nearest $10.
- Late applications will not be accepted by the City Clerk's Office. Incomplete or late applications will not be considered for funding.
- Applicants who are not represented at the presentation meeting will not be considered for funding.
- The original application will serve as the official copy; completeness will be determined by the original.
- Application withdrawals will be allowed until the point of allocation.
- The Committee's allocation for any given applicant must not exceed the applicant's requested amount.
- The Q&A session in October is mandatory for Committee members and applicants. Applicants who do not attend will be ineligible for funding.

December

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30 Possible Presentation Meeting – 5 PM	1 Possible Presentation Meeting – 5 PM	2 Possible Presentation Meeting – 5 PM	3	4 Possible Distribution Meeting – 12 PM	5
6	7	8	9 Possible Presentation Meeting – 5 PM	10 Possible Presentation Meeting – 5 PM Possible Distribution Meeting – 12 PM	11 Possible Presentation Meeting – 5 PM Possible Distribution Meeting – 12 PM	12
13	14	15 Possible Distribution Meeting – 12 PM	16 Possible Distribution Meeting – 12 PM	17 Possible Distribution Meeting – 12 PM	18	19
20	21	22	23	24	25 Christmas	26
27	28	29	30	31	1	2

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