



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING AGENDA – FEBRUARY 9, 2022  
HELD VIA TELECONFERENCE (459-6769) AND  
IN FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MEETING MINUTES
  - a) Regular Meeting Minutes of January 5, 2022
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
8. FINANCIAL REPORT
  - a) February 3, 2022, Fund Balance
9. UNFINISHED BUSINESS
  - a) Pioneer Marker Status
  - b) Order to Quiring Monuments
10. NEW BUSINESS
  - a) Approval of Fairbanks Precast & Rebar Order for 100 Cemetery Pads in the amount of \$4,850 to be spent from Public Works Account No. 5703: Buildings and Maintenance.
11. OPEN AGENDA
12. NEXT MEETING DATE – March 2, 2022
13. ADJOURNMENT



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

Members Present:                   George Dalton, Seat A  
  Janet Richardson, Seat D (telephonic)  
  Karen Erickson, Seat F (telephonic)  
  Victoria Dowling, Seat G  
  Jeff Jacobson, PW Director & Ex-Officio Member (telephonic)

Absent:                               Michael Gibson, Seat B  
  Julie Jones, Seat E

Also Present:                       Rochelle Rodak, Deputy City Clerk II

**APPROVAL OF MEETING MINUTES**

a)       Regular Meeting Minutes of November 3, 2021

**Mr. Dalton**, seconded by **Ms. Erickson**, moved to APPROVE the meeting minutes.

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

**APPROVAL OF AGENDA**

**Ms. Erickson**, seconded by **Ms. Richardson**, moved to APPROVE the Agenda.

**Mr. Jacobson** asked to add City Capital Project Funding to New Business as Item (a).

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

**CITIZENS COMMENTS**

Brian Beal, Fairbanks – Mr. Beal shared that he was grateful for the Commission convening to do the work on behalf of the greater Fairbanks area.

**UNFINISHED BUSINESS**

a)       2022 Room Rental Tax Grant Status

**Chair Kilbourn** shared that the proposed award of \$8,710 would be confirmed by the City Council at the next regular City Council meeting and asked about the availability of the funds.

Deputy City Clerk Rodak stated that she would research the availability and communicate her findings to the Commission via email.

b) Pioneer Marker Status

**Chair Kilbourn** stated that Ms. Jones indicated that the markers had been ordered but that she had not seen a proof of the final order.

c) Order to Quiring Monuments

**Chair Kilbourn** shared that Ms. Jones had also confirmed that the additional markers were ordered; she stated she had no additional information.

### **NEW BUSINESS**

a) City Capital Project Funding

**Mr. Jacobson** announced that the City Council had approved \$50,000 to assist in the renovation of the missing and destroyed markers at the Clay Street Cemetery. He went on to state that the funds can be used to purchase approximately 100 additional makers, noting that the grant funds awarded to the Discretionary Fund Committee may be used for more markers, beatification of the cemetery, printing of literature, or other needs of the Commission.

**Mr. Dalton** expressed his appreciation of the Council's decision.

**Chair Kilbourn** shared her excitement at the challenge to locate and identify 100 graves.

### **NEXT MEETING DATE**

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

### **ADJOURNMENT**

**Ms. Erickson**, seconded by **Ms. Richardson**, moved to ADJOURN the meeting.

**Chair Kilbourn** declared the meeting ADJOURNED at 5:13 p.m.

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Aldean Kilbourn, Chair

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Rochelle Rodak, Deputy Clerk II

Transcribed by: RR

## CLAY STREET CEMETERY

EFF DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BALANCE
02/01/21	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 7,567.00	\$ 10,164.08
03/18/21	IGLOO 4 FOUNDATION	CLAY ST CEMETERY DONATION	\$ 1,250.00	\$ 11,414.08
05/26/21	LAHONTAN GEOLOGICAL	CLAY ST CEMETERY GROUND RADAR	\$ (3,000.00)	\$ 8,414.08
06/04/21	JILL MARSHALL	CEMETERY PLAQUE DESIGN	\$ (157.50)	\$ 8,256.58
09/02/21	JANET RICHARDSON	CLAY ST SUPPLIES	\$ (45.64)	\$ 8,210.94
09/15/21	MARK SICKLES	CLAY ST CEMETERY DONATION	\$ 250.00	\$ 8,460.94
10/07/21	FAIRBANKS PRECAST & REBAR	CEMETERY PADS	\$ (955.00)	\$ 7,505.94
10/08/21	JANET RICHARDSON	CLAY ST SUPPLIES	\$ (29.98)	\$ 7,475.96
10/21/21	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (1,050.00)	\$ 6,425.96
10/21/21	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (3,824.00)	\$ 2,601.96
12/31/21	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (8.37)	\$ 2,593.59
12/31/21	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (14.55)	\$ 2,579.04
02/01/22	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 8,710.00	\$ 11,289.04

