



- 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





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

<u>Brian Beal, Fairbanks</u> – 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.

Aldean Kilbourn, Chair

Rochelle Rodak, Deputy Clerk II

Transcribed by: RR

Clay Street Cemetery Commission Regular Meeting Minutes NOT A VERBATIM TRANSCRIPT

January 5, 2022 Page 2 of 2

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
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Concrete Bases

Date:

Quote #

FPR REP:

www.fairbanksmaterials.com

Email: tyler.johnson@kniferiver.com

1/18/2022

011822T.2

Tyler Johnson

Attn:	Aldean Kilbourn
omnanv	Clay Street Comptony Commiss

Company: Clay Street Cemetery Commission

Phone/Fax:

Email: akilbourn@gci.net

Project:



Precast The Concrete Solution			MADE IN ALASKA		
QTY	PRD #	DESCRIPTION	UNIT PRICE	TOTAL	
100		18" x 10" x 4" Cemetery Pad	\$46.00	\$4,600.00	
		Approximate Weight: 63 lbs each			
				* ~ 5 ~~~~	
1		Delivery and offload via boom truck	\$250.00	\$250.00	
		 (S PRECAST & REBAR YARD - 1122 BRADV	VAY RD. NORTH POLE A	K 99705	

PRICE EXCLUDES SPECIAL COATINGS AND FINISHES. ALSO EXCLUDES ANY ENGINEERING, FIELD MEASUREMENTS, INSPECTIONS, TESTING OR ANY ITEMS NOT SPECIFICALLY MENTIONED ABOVE. PRICE IS F.O.B. FAIRBANKS PRECAST & REBAR UNLESS OTHERWISE NOTED. CREDIT TERMS ARE NET 30 DAYS, 1% SERVICE CHARGE WILL BE APPLIED TO ALL PAST DUE ACCOUNTS. MONTHLY BILLING CLOSES ON LAST DAY OF MONTH. PLEASE NOTE: IT IS THE BUYER'S RESPONSIBILITY TO PROVIDE ALL SPECS AND DRAWINGS THAT PERTAIN TO THEIR PROJECT. SHOP DRAWINGS MUST BE SIGNED AND DATED BY THE PROJECT MANAGER OR SUPERINTENDANT. THIS QUOTE IS NOT SUBJECT TO ANY SEPARATE LIST OF BUYER'S TERMS AND/OR CONDITIONS.

GRAND TOTAL:	\$4,850.00

Price valid for: 30 DAYS

Buyers Signature: