



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING AGENDA – NOVEMBER 2, 2022  
HELD VIA [ZOOM WEBINAR](#) AND  
IN FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



1. CALL TO ORDER
2. ROLL CALL
3. INTRODUCTION OF NEW COMMISSION MEMBER
4. APPROVAL OF MEETING MINUTES
  - a) Regular Meeting Minutes of October 5, 2022
5. APPROVAL OF AGENDA
6. CITIZENS COMMENTS
7. COMMUNICATIONS TO COMMISSION
8. EVENTS & PUBLIC RELATIONS
9. UNFINISHED BUSINESS
  - a) Quiring Monuments Update
    - i) Room Rental Tax Order
    - ii) Capital Projects Orders
  - b) Masonic Lodge Records Update
  - c) Room Rental Tax Grant Application
9. NEW BUSINESS
  - a) 2022 Capital Funds Discussion
10. REFERENCE MATERIALS
  - a) November 2022 Capital Fund Balance Report
  - b) November 2022 Room Rental Tax Balance Report
11. OPEN AGENDA
12. NEXT MEETING DATE – January 4, 2022
13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – OCTOBER 5, 2022  
HELD VIA ZOOM WEBINAR AND  
IN FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



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 via Zoom and with the following members in attendance:

Members Present:           George Dalton, Seat A  
                                  Janet Richardson, Seat D (Zoom)  
                                  Julie Jones, Seat E (Zoom)  
                                  Karen Erickson, Seat F  
                                  Jeff Jacobson, Public Works Director (Zoom)

Absent:                       Michael Gibson, Seat B  
                                  *Vacant*, Seat G

Also Present:               Rochelle Rodak, Deputy City Clerk II

**APPROVAL OF MEETING MINUTES**

a)     Regular Meeting Minutes of September 7, 2022

**Chair Kilbourn** called for an objection to APPROVE the meeting minutes, and hearing none, so ordered.

**APPROVAL OF AGENDA**

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

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

**COMMUNICATIONS TO COMMISSION**

a)     Susan Bell Re: EC Cowan

**Chair Kilbourn** shared that S. Bell had been trying to locate a person who shared a name with someone buried at the Franklin Cemetery. **J. Richardson** stated that she had also done some research for S. Bell, and it was clear that it was not the same person she believed it to be.

There was discussion about the inaccessibility of the Franklin Cemetery and the unlikelihood that the Cemetery had not been disturbed by natural forces.

b)     Betsy Robertson Correspondence

**Chair Kilbourn** read into the record a thank you note received from B. Robertson in response to a sympathy card sent to her by the Commission.

## **EVENTS & PUBLIC RELATIONS**

**Chair Kilbourn** reminded members that the December meeting had been cancelled by a vote.

## **UNFINISHED BUSINESS**

a) Update on Recommendation to the City Council to Amend FGC Chapter 2, Article III

Deputy Clerk Rochelle Rodak stated that the Ordinance had been advanced by the City Council on September 26 and would be up for public hearing at the next Regular City Council meeting on October 10, 2022.

**Chair Kilbourn** indicated that she would be present to testify on behalf of the Commission.

b) Masonic Lodge Records Update

**J. Richardson** stated she had no new information.

c) Quiring Monuments Recent Order Update

**J. Jones** asked for clarification regarding the unspent grant funds, and Deputy Clerk Rodak explained that the balance listed in the agenda packet was produced before receiving the most recent invoice. **J. Jones** added that she believed the Commission would need to spend additional funds above the most recent Quiring Monuments order. Deputy Clerk Rodak stated that more invoices had been presented from Public Works and were applied towards that account.

**J. Jones** noted that a private donation marker had also been ordered.

**Chair Kilbourn** stated that the Commission was in the process of coming up with enough markers for another order to be purchased from the City capital projects fund and asked about the approved purchase of pea gravel. **J. Jacobson** reported that the pea gravel had been purchased and was being held at the Public Works facility.

**Chair Kilbourn** asked about the availability of the remaining capital funds, and **J. Jacobson** indicated that because a portion of the funds had been spent during the current year, the remainder would roll over into 2023. **Chair Kilbourn** indicated that there should be one or two more orders ready to place in December.

Discussion was had about incoming donations for markers and the extra charge of \$50 above the previous cost to order a marker.

d) Kiosk Update

**Chair Kilbourn** shared that she had been working with J. Richardson to update the kiosks with burial information and noted that the kiosk displays were not sealed tight enough to keep moisture

and small debris out. **J. Jacobson** stated that he would have City Carpenter Tim Renner make necessary changes.

Discussion was had about laminating the letter-sized sheets, and Deputy Clerk Rodak shared that the City Clerk's Office could assist with that project.

### **NEW BUSINESS**

a) Room Rental Tax Grant Application

**J. Jones** shared that the Annual Report was due to the Finance Department by the end of October and that she would be starting the 2023 application soon.

b) Cemetery Maps

**J. Richardson** showed members the large-sized maps that were to be laminated before being displayed at two kiosks in the Cemetery. She added that City Surveyor Henry Irving had been able to place the GPS marking locations over an aerial photo that had been supplied by Wes Potter, noting that he had been able to situate the maps according to the kiosk location.

**Mr. Dalton**, seconded by **Mr. Gibson**, moved to have the large kiosk maps laminated using City capital project funds.

**Chair Kilbourn** took a voice vote on the motion to APPROVE lamination of the large kiosk maps using City capital project funds, and all members voted in favor.

### **REFERENCE MATERIALS** (informational only)

- a) September 2022 Capital Fund Balance Report
- b) September 2022 Room Rental Tax Balance Report

### **OPEN AGENDA**

- a) Public Works Update

**J. Jacobson** stated that the Public Works department had been working hard to clean up the many homeless camps near the Cemetery. He noted that an adjacent property could possibly be acquired by the City and would then be available for storage, extra parking, seating areas, or other purposes.

### **NEXT MEETING DATE**

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

**ADJOURNMENT**

**Chair Kilbourn** declared the meeting ADJOURNED at 5:33 p.m.

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Aldean Kilbourn, Chair

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Rochelle Rodak, Deputy Clerk II

Transcribed by: RR

DRAFT

## 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
06/06/22	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (56.91)	\$ 11,232.13
06/06/22	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (33.58)	\$ 11,198.55
07/21/22	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (11.98)	\$ 11,186.57
07/21/22	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (17.16)	\$ 11,169.41
07/21/22	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (34.24)	\$ 11,135.17
07/21/22	LAHONTAN GEOLOGICAL	CLAY ST GPR SERVICES	\$ (2,100.00)	\$ 9,035.17
08/18/22	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (27.98)	\$ 9,007.19
08/18/22	FAIRBANKS PAINT & GLASS	PLEXIGLASS FOR CLAY ST CEMETERY	\$ (519.52)	\$ 8,487.67
08/18/22	FAIRBANKS PAINT & GLASS	PLEXIGLASS FOR CLAY ST CEMETERY	\$ (522.00)	\$ 7,965.67
08/18/22	NORTHLAND WOOD PRODUCTS	BUILDING SUPPLY FOR KIOSK	\$ (1,003.31)	\$ 6,962.36
09/15/22	FAIRBANKS PAINT & GLASS	PLEXIGLASS FOR CLAY ST CEMETERY	\$ (594.00)	\$ 6,368.36
09/15/22	HOME DEPOT CREDIT SERVICES	BUILDING SUPPLY FOR KIOSK	\$ (156.47)	\$ 6,211.89
09/15/22	HOME DEPOT CREDIT SERVICES	BUILDING SUPPLY FOR KIOSK	\$ (100.50)	\$ 6,111.39
09/15/22	HOME DEPOT CREDIT SERVICES	BUILDING SUPPLY FOR KIOSK	\$ (24.87)	\$ 6,086.52
09/15/22	HOME DEPOT CREDIT SERVICES	BUILDING SUPPLY FOR KIOSK	\$ (76.66)	\$ 6,009.86
09/15/22	FAIRBANKS PAINT & GLASS	PLEXIGLASS FOR CLAY ST CEMETERY	\$ (72.00)	\$ 5,937.86
09/30/22	PIONEER OF ALASKA MENS IGLOO	CLAY ST CEMETERY DONATION	\$ 200.00	\$ 6,137.86
10/07/22	DOMENICO DONATION	PETER CONLEY HEADSTONE	\$ 300.00	\$ 6,437.86
10/10/22	FAIRBANKS PAINT & GLASS	PLEXIGLASS FOR CLAY ST CEMETERY	\$ (72.00)	\$ 6,365.86
10/13/22	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (3,800.00)	\$ 2,565.86
10/24/22	JASON GOULD	JOHNSTONE MARKERS	\$ 600.00	\$ 3,165.86

Clay Street Capital Projects Account  
10035011-9003

Date	Purchase Order	Description	Amount	Balance
				\$50,000.00
6/20/2022	22021521	Cemetery Pads	\$ 4,850.00	\$45,150.00
7/18/2022	20221793	Markers	\$ 6,250.00	\$38,900.00
10/7/2022	20222634	Pea Gravel	\$ 359.00	\$38,541.00
10/7/2022	One Time Pay	Janet - Maps	\$ 528.00	\$38,013.00
10/7/2022	20222635	Kiosk Supplies	\$ 235.94	\$37,777.06