



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – NOVEMBER 2, 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
 Michael Gibson, Seat B
 Janet Richardson, Seat D (Zoom)
 Julie Jones, Seat E (Zoom)
 Amy Stratman, Seat G
 Jeff Jacobson, Public Works Director

Absent: Karen Erickson, Seat F

Also Present: Rochelle Rodak, Deputy City Clerk II

INTRODUCTION OF NEW COMMISSION MEMBER

Chair Kilbourn welcomed Amy Stratman to the Clay Street Cemetery Commission.

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of October 5, 2022

Deputy Clerk Rochelle Rodak noted that the attendance was incorrect on the minutes as they were presented and read the corrected attendance into the record.

M. Gibson, seconded by **J. Jones**, moved to APPROVE the meeting minutes as presented, with corrections to the attendance.

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

APPROVAL OF AGENDA

J. Jones, seconded by **M. Gibson**, moved to APPROVE the agenda.

J. Jacobson added an item under the Open Agenda to provide an update on 109 5th Avenue.

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

UNFINISHED BUSINESS

a) Quiring Monuments Update

i) Room Rental Tax Order

J. Jones stated that an order had been placed, and the invoice had already been paid; she noted that all the 2022 room rental tax funds had been allocated in the appropriate time frame. She added that at least one of the private markers had been ordered, but she was still waiting for an invoice.

ii) Capital Projects Orders

J. Jones noted that one order had been placed and paid for. She added that a second order had been placed for the Catholic circle and that she was waiting on an invoice.

Chair Kilbourn stated that they were working on identifying another 30-50 gravesites to make a third order and asked for clarification on the Capital Fund balance and retention of the funds for the following year. **J. Jacobson** stated that funds not encumbered through a purchase order by November 30, 2022 would need to be put before the Council for approval in the City's 2023 budget. He stated that 2023 funds would not be guaranteed until the 2023 budget is approved.

b) Masonic Lodge Records Update

J. Richardson stated the local historian was not aware of any documents that provided plot locations for Masonic members buried at the Clay Street Cemetery. **A. Stratman** stated that she was contacting the head Masonic historian in Anchorage, in hopes that they may have more records.

c) Room Rental Tax Application

J. Jones stated that she had submitted the grant application on October 20 and that she had asked for more funds than the previous years to hopefully provide for the addition of a high-pressure laminated sign. **J. Jacobson** noted that there were fewer applicants, which may result in more funds being awarded.

NEW BUSINESS

a) 2022 Capital Funds Discussion

Discussion was had regarding the Capital Funds amount and how best to encumber the funds prior to the end of the year. **J. Jones** added that she had placed an order with Fairbanks Precast for 50 concrete base pads, which reduced the account to \$35,177.06.

Chair Kilbourn shared about some of the difficulties in locating correct information for markers but added that they would work very hard to provide an order by the November 30 deadline.

REFERENCE MATERIALS (informational only)

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

OPEN AGENDA

- a) 109 5th Avenue Update

J. Jacobson shared that the City Finance Committee had heard the proposal to acquire the property adjacent to the Cemetery at 109 5th Avenue, and the Committee did not express any objections. He indicated that there may be funds available for abatement and advised the Commission to begin thinking about how best to utilize the space. **J. Jones** asked if it would be helpful for the Commission to draft a letter of support, and **J. Jacobson** indicated that it would.

Chair Kilbourn, seconded by **J. Richardson**, moved that a letter of support, written by J. Jones, be provided to the City Council for its next Regular City Council meeting.

M. Gibson asked about the ability to have a letter drafted and reviewed by the Commission prior to submitting it to the Council. Deputy Clerk Rodak informed M. Gibson that it would not be appropriate to do that outside of a public meeting.

Chair Kilbourn took a voice vote on the motion to draft a letter of support, written by J. Jones, to be provided to the City Council for its next Regular City Council meeting; all members voted in favor.

Deputy Clerk Rodak informed the Commission that the letter would need to be submitted to the Clerk's Office by Wednesday, November 9, to be included in the City Council agenda for Monday, November 14, 2022.

J. Jones asked that the Commission be thinking of fundraising opportunities, adding that the tours provided by Chair Kilbourn and J. Richardson might be utilized to help solicit donations and volunteers.

Chair Kilbourn shared that they would be providing tours in May to the genealogical group.

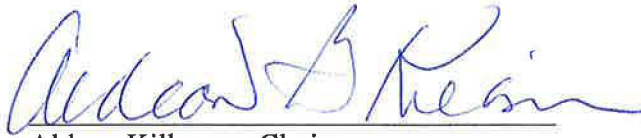
J. Jacobson reported that he had spoken to the City Carpenter Tim Renner, and repairs to the kiosks were in process.

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, January 4, 2022, at 5:00 p.m.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:35 p.m.



Aldean Kilbourn, Chair



Rochelle Rodak, Deputy Clerk II

Transcribed by: RR