



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – JANUARY 4, 2023
HELD VIA [ZOOM WEBINAR](#) 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 November 2, 2022
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
 - a) Cemetery Clean Up Day
8. UNFINISHED BUSINESS
 - a) Capital Funds Update
 - b) PW Update on Received Marker Orders
9. NEW BUSINESS
 - a) Fundraising
 - b) Room Rental Tax Application/Award
 - c) Request to have the remaining 2022 Capital Projects Funds (\$9,314.27) allocated to the 2023 budget.
 - d) Cemetery Pictures
10. REFERENCE MATERIALS
 - a) 2022 Capital Fund Balance Report
 - b) Room Rental Tax Balance Report
11. OPEN AGENDA
12. NEXT MEETING DATE – February 1, 2023
13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – NOVEMBER 2, 2022
HELD VIA ZOOM WEBINAR AND
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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

2022 APPLICATIONS FOR BED TAX GRANT PROPOSALS

2023 Disbursement: \$350,000.00 - Pending Council Approval

Order Rec'd	2023 Amount Requested	2022 Disbursement	Name of Organization	Lonny Marney	Rachael Kvapil	Traci Gatewood	Samantha Kirstein	Karen Blackburn	Diane Borgeson	Award
1	\$6,900.00	\$0.00	Fairbanks Racing Lions Club	\$ 4,000	\$ 4,000	\$ -	\$ 6,900	\$ 4,000	\$ 4,500	\$ 3,900
2	\$10,000.00	\$9,600.00	Fairbanks Youth Litter Patrol, Inc.	\$ 9,000	\$ 10,000	\$ 8,000	\$ 9,600	\$ 10,000	\$ 8,700	\$ 9,217
3	\$2,612.50	\$1,926.00	Cold Steel Pan Orchestra	\$ 1,900	\$ 2,000	\$ 2,000	\$ 2,612	\$ 2,610	\$ 1,800	\$ 2,154
4	\$50,000.00	\$14,400.00	Greater Fairbanks Chamber of Commerce	\$ 15,000	\$ 14,000	\$ 25,000	\$ 10,000	\$ 25,000	\$ 10,000	\$ 16,500
5	\$20,000.00	\$12,903.00	Alaska International Senior Games, Inc.	\$ 12,000	\$ 14,000	\$ 9,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,833
6	\$35,000.00	\$24,400.00	Festival Fairbanks, Inc.	\$ 26,000	\$ 20,000	\$ 17,000	\$ 20,000	\$ 15,000	\$ 20,000	\$ 19,667
7	\$13,125.00	\$8,710.00	Clay Street Cemetery Commission	\$ 9,000	\$ 7,000	\$ 4,000	\$ 8,710	\$ 13,120	\$ 8,000	\$ 8,305
8	\$39,627.35	\$0.00	Pioneer Memorial Park	\$ 10,000	\$ 15,000	\$ 15,000	\$ 10,000	\$ 19,810	\$ 9,500	\$ 13,218
9	\$81,000.00	\$33,400.00	Yukon Quest International	\$ 36,100	\$ 20,000	\$ 20,000	\$ 20,000	\$ 25,000	\$ 30,000	\$ 25,183
10	\$8,500.00	\$0.00	Kitty Hensley House	\$ 5,000	\$ 5,000	\$ 5,000	\$ 8,500	\$ 5,000	\$ 4,000	\$ 5,417
11	\$29,400.00	\$21,203.00	World Eskimo Indian Olympics	\$ 20,000	\$ 20,000	\$ 15,000	\$ 20,000	\$ 16,000	\$ 18,000	\$ 18,167
12	\$25,000.00	\$0.00	Fairbanks Children's Museum	\$ 8,000	\$ 5,000	\$ 18,000	\$ 15,000	\$ 20,000	\$ 8,000	\$ 12,333
13	\$10,000.00	\$8,100.00	Tanana Yukon Historical Society	\$ 8,000	\$ 9,000	\$ 7,000	\$ 8,100	\$ 5,000	\$ 7,000	\$ 7,350
14	\$15,895.00	\$9,830.00	Friends of Creamer's Field	\$ 10,000	\$ 9,000	\$ 9,000	\$ 9,830	\$ 7,000	\$ 9,000	\$ 8,972
15	\$47,000.00	\$26,295.00	Tanana Valley State Fair Association	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 22,000	\$ 22,000
16	\$10,600.00	\$0.00	Alaska Songbird Institute	\$ 4,000	\$ 5,000	\$ 6,000	\$ 10,000	\$ 3,000	\$ 4,000	\$ 5,333
18	\$9,565.00	\$0.00	Downtown Association of Fairbanks	\$ 7,000	\$ 6,000	\$ 7,000	\$ 9,565	\$ 4,500	\$ 7,500	\$ 6,928
19	\$7,695.00	\$0.00	Literacy Council of Alaska	\$ 4,000	\$ 5,000	\$ 5,000	\$ -	\$ 7,690	\$ 4,000	\$ 4,282
20	\$27,400.00	\$0.00	Alaska Goldpanners Baseball, Inc.	\$ 13,000	\$ 20,000	\$ 12,000	\$ 20,000	\$ 13,000	\$ 10,000	\$ 14,667
21	\$15,700.00	\$7,400.00	Fairbanks Community Band, Inc.	\$ 7,000	\$ 8,000	\$ 7,000	\$ 12,610	\$ 7,500	\$ 7,000	\$ 8,185
22	\$98,000.00	\$0.00	Fairbanks Arts Association	\$ 40,000	\$ 60,000	\$ 65,000	\$ 24,000	\$ 44,000	\$ 60,000	\$ 48,833
23	\$15,000.00	\$9,400.00	Fairbanks Tired Iron, Inc.	\$ 8,000	\$ 8,000	\$ 6,000	\$ 9,400	\$ 7,500	\$ 9,000	\$ 7,983
24	\$12,136.00	\$7,300.00	Georgenson Botanical Garden Society	\$ 8,000	\$ 8,000	\$ -	\$ 7,300	\$ 6,100	\$ 7,000	\$ 6,067
25	\$12,000.00	\$7,873.00	Fairbanks Curling Club	\$ 7,000	\$ 8,000	\$ 8,000	\$ 7,873	\$ 6,000	\$ 7,000	\$ 7,311
26	\$70,000.00	\$0.00	Alaska Dog Mushers Association	\$ 15,000	\$ 10,000	\$ 12,000	\$ 20,000	\$ 12,000	\$ 14,000	\$ 13,833
27	\$30,000.00	\$14,830.00	Fairbanks Community Museum	\$ 12,000	\$ 10,000	\$ 10,000	\$ 15,000	\$ 15,170	\$ 13,000	\$ 12,528
28	\$12,000.00	\$7,800.00	UAF Museum of the North	\$ 6,000	\$ 8,000	\$ 8,000	\$ 5,000	\$ 6,000	\$ 7,000	\$ 6,667
29	\$60,000.00	\$33,870.00	World I.C.E. Association dba I.C.E. Alaska	\$ 25,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 30,000	\$ 24,167
				\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000



MEMORANDUM

TO: Mayor Pruhs and City Council Members
FROM: Clay Street Cemetery Commission
SUBJECT: 2023 Budget Amendment Request
DATE: January 4, 2023

The Commission was allotted \$50,000 for capital projects in the 2022 budget. The commission made great efforts to spend the allocated funds in a timely manner but was left with unspent funds totaling \$9,314.27.

The Commission requests a budget amendment to reassign the unspent 2022 Capital Projects Funds to the Clay Street Cemetery Commission for use in 2023.

DRAFT

3058



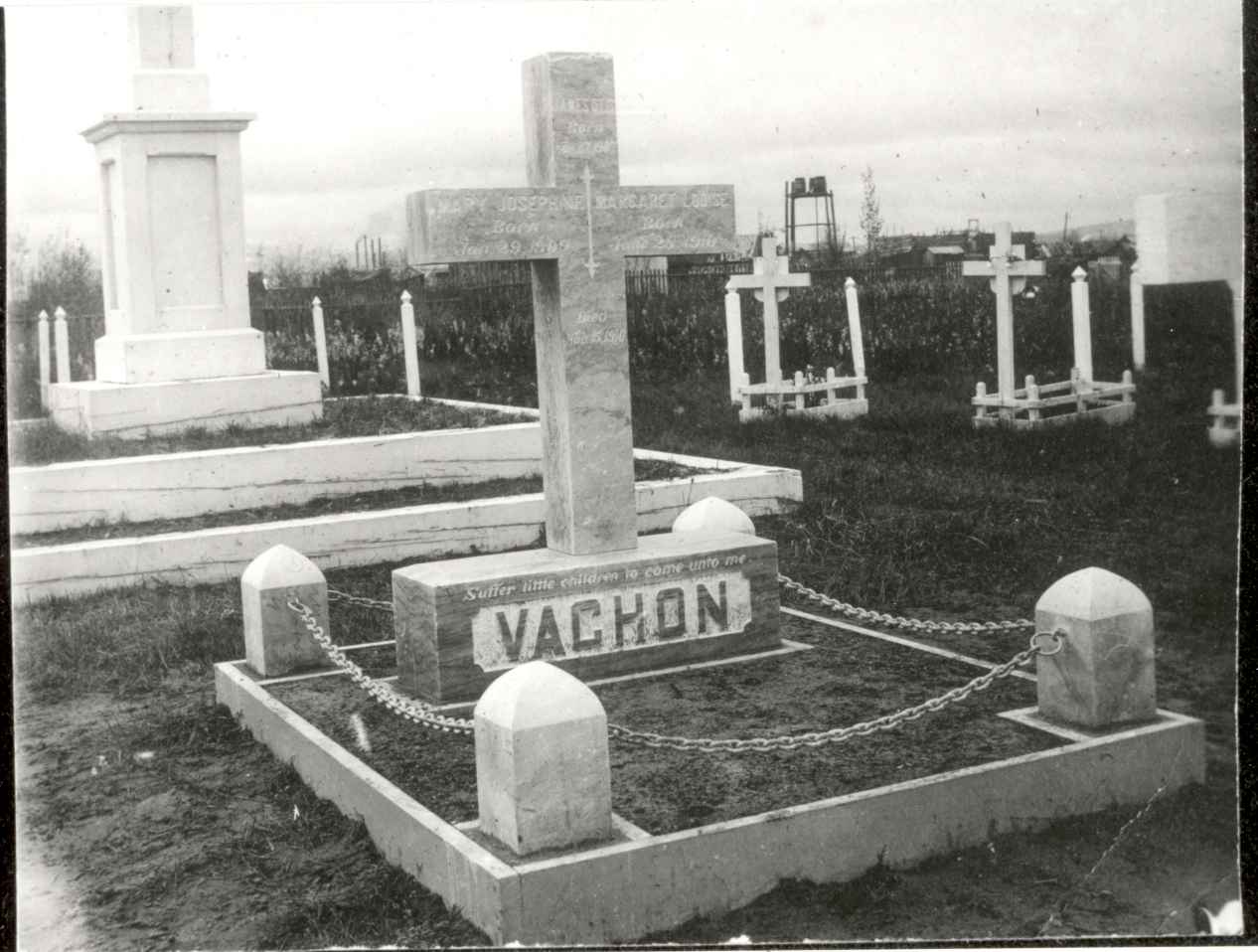




ALEXANDER
ROYD RUSSELL
Born June 9 1806
Died Oct 10 1865
R.I.P.

WICHON

WICHON



MARY JOSEPHINE MARGARET LOUISE
Born
Jan 29 1899

Born
Jan 25 1914

Died
Nov 15 1918

Suffer little children to come unto me

VACHON

Clay Street Capital Projects Account
11035011-9003

Date	Purchase Order	Description	Amount	Balance
				\$50,000.00
6/20/2022	22021521	Fairbanks PreCast (Cemetery Pads)	\$ 4,850.00	\$45,150.00
7/18/2022	20221793	Quiring (33 Markers)	\$ 6,250.00	\$38,900.00
10/7/2022	20222634	Pea Gravel	\$ 359.00	\$38,541.00
		Cemetery Plot Maps Laminated		
10/7/2022	One Time Pay	(reimbursed to J. Richardson)	\$ 528.00	\$38,013.00
10/7/2022	20222635	Kiosk Supplies	\$ 235.94	\$37,777.06
11/7/2022	20222948	Fairbanks PreCast	\$ 2,600.00	\$35,177.06
11/7/2022	20222950	Quiring (50 Markers)	\$ 9,700.00	\$25,477.06
11/7/2022	20222947	Kiosk Supplies	\$ 96.20	\$25,380.86
11/18/2022	20223012	Quiring (60 Markers)	\$ 11,450.00	\$13,930.86
11/18/2022	VOID	PO 2022948	\$ (2,600.00)	\$16,530.86
11/18/2022	20223011	Fairbanks PreCast (Cemetery Pads)	\$ 3,244.00	\$13,286.86
11/21/2022	20223051	Pea Gravel	\$ 657.60	\$12,629.26
11/29/2022	20223137	Envirosigns (Interpretive Signs)	\$ 3,314.99	\$9,314.27
12/1/2022		Reabsorbed into Capital Fund	\$ 9,314.27	\$0.00

CLAY STREET CEMETERY

EFF DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BALANCE
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