



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – JANUARY 4, 2023  
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)** 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)  
  Karen Erickson, Seat F (Zoom) 5:29 p.m.  
  Jeff Jacobson, Public Works Director (Zoom) 5:05 p.m.

Absent:                               Amy Stratman, Seat G

Also Present:                       Rochelle Rodak, Deputy City Clerk II

**APPROVAL OF MEETING MINUTES**

a)       Regular Meeting Minutes of November 2, 2022

**M. Gibson**, seconded by **G. Dalton**, moved to APPROVE the meeting minutes, with corrections to the attendance.

**Chair Kilbourn** called for objection and, hearing none, so ORDERED.

**APPROVAL OF AGENDA**

**G. Dalton**, seconded by **M. Gibson**, moved to APPROVE the agenda.

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

**EVENTS & PUBLICATIONS**

a)       Cemetery Clean Up Day

**Chair Kilbourn** stated that she would write a letter to the editor to request volunteers to help clean up the cemetery from 9:00 a.m. – 12:00 p.m. on Saturday, May 20, 2022. Discussion was had as to equipment needed and solicitation of other volunteers.

Deputy Clerk Rodak stated that the Clerk’s Office could advertise on Facebook again, mimicking the request from the previous year.

Public Works Director, Jeff Jacobson said that he would ensure the Public Works crew was available before and after to help remove bagged debris and do an initial clean up.

### UNFINISHED BUSINESS

a) Capital Funds Update

**Chair Kilbourn** stated that the unspent funds from the Capital Projects Funds had been \$9,314.27.

b) PW Update on Received Marker Orders

**Chair Kilbourn** asked Public Works Director J. Jacobson about the number of markers received from Quiring Monuments, and he stated that he did not believe any had been delivered yet.

**J. Jones** confirmed that the first order had been shipped in November and should have arrived or would arrive soon.

**J. Jacobson** stated that he would look into it the following day and send an update to the Commission.

### NEW BUSINESS

a) Fundraising

**Chair Kilbourn** asked for clarification behind the need for fundraising. **J. Jones** stated that she brought it up at the previous meeting to see about the possibility and asked Deputy Clerk Rodak if she had any more information from the Chief Financial Officer.

Deputy Clerk Rodak stated that CFO Margarita Bell had been attempting to have a policy drafted regarding fundraising but had not been successful, adding that until a policy was in place, fundraising was not possible.

b) Room Rental Tax Application Award

**Chair Kilbourn** shared the proposed list of Discretionary Fund awards, and discussion was had regarding the changes in allotment from previous years. It was noted that the Clay Street Cemetery Commission had been tentatively awarded \$8,305, which was \$400 less than the previous year.

Deputy Clerk Rodak clarified that the proposed list of awards would not be finalized until it was approved by the City Council at the regular meeting scheduled for January 9, 2023.

c) Request to have the remaining 2022 Capital Projects Funds (\$9,314.27) allocated to the 2023 budget.

At the request of **Chair Kilbourn**, Deputy Clerk Rodak explained that the unspent funds from the prior year were reabsorbed into the general 2023 Capital Projects fund and that if the Commission wished, they could request that the City Council reallocate the funds through a budget amendment.

She added that the attached memo was a draft and that Commission could make amendments prior to putting it before the City Council.

**M. Gibson**, seconded by **G. Dalton**, moved to APPROVE the Memo to the City Council requesting the reallocation of \$9,314.27 unspent Capital Project Funds.

*Karen Erickson joined the meeting by telephone but was able to participate in the conversation due to technical issues.*

**M. Gibson**, second by **G. Dalton**, moved to AMEND the Memo by adding the itemized account of purchases made during 2022 from the Capital Projects funds.

**Chair Kilbourn** called for objection to the Amendment, and hearing none, so ORDERED.

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

d) Cemetery Pictures

**Chair Kilbourn** expressed concern over the proposed sign material.

**J. Jones** stated that she had seen signs used in places with worse weather conditions that have withstood decades, clarifying that the signs had already been purchased. She went on to ask that the Commission locate and suggest photos to be used on the signs, adding that she would work on designing a layout.

#### REFERENCE MATERIALS (informational only)

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

#### NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, February 1, 2023, at 5:00 p.m.

#### ADJOURNMENT

**Chair Kilbourn** declared the meeting ADJOURNED at 5:39 p.m.



Aldean Kilbourn, Chair

Transcribed by: RR



Rochelle Rodak, Deputy Clerk II