



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – MARCH 1, 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 February 1, 2023
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
 - a) Cemetery Clean Up Day Update
8. UNFINISHED BUSINESS
 - a) Memo Re: Capital Project Funds Budget Amendment Update
 - b) Purchase of Supplies to mark 300 unknown graves for approximately \$2,190.
 - c) Sample Sign Layout
 - d) Update on Outstanding Quiring Monument Orders
9. NEW BUSINESS
 - a) Discussion about Remaining Ground Penetrating Radar
10. REFERENCE MATERIALS
 - a) February 2023 Room Rental Tax Balance Report
11. OPEN AGENDA
12. NEXT MEETING DATE – April 5, 2023
13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – FEBRUARY 1, 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
 Karen Erickson, Seat F (Zoom)
 Amy Stratman, Seat G
 Jeff Jacobson, Public Works Director (Zoom) 5:10 p.m.

Also Present: Rochelle Rodak, Deputy City Clerk II

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of January 4, 2023

J. Jones, seconded by **J. Richardson**, moved to APPROVE the meeting minutes, with corrections to the attendance.

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

APPROVAL OF AGENDA

J. Jones, seconded by **A. Stratman**, 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 planned on putting a letter to the editor in the Daily News Miner near the middle of March and asked that the Deputy Clerk Rodak place an advertisement on the City's Facebook page around the same time to ask for volunteers.

J. Jones clarified that the workday would occur on May 20, 2023, from 9:00 a.m. until Noon. She went on to ask about the potted flowers and if they would need attention.

Chair Kilbourn stated that the potted fixtures would be fine, adding that some of them only required seeds to be placed and that the other perennials were thriving.

UNFINISHED BUSINESS

a) Memo Re: Capital Projects Fund Budget Amendment Update

Deputy Clerk Rodak explained that the City Council had accepted the memo at the last Regular Meeting and that the request would be included in Ordinance No. 6234, which would be heard for the first time at the Regular City Council meeting on February 13, 2023.

Chair Kilbourn asked if would be beneficial to have a member of the commission in attendance, Deputy Clerk Rodak explained that it would not hurt their cause, but they may want to wait until the second reading and public hearing on February 27, 2023. She added that she would let the commission know if the Council had any questions that they might want to address.

b) Room Rental Tax Application /Award Update

Chair Kilbourn asked Deputy Clerk Rodak for an update. Deputy Clerk Rodak stated that the Council had approved the Discretionary Fund Grant Allocations and the funds should be deposited shortly.

J. Jones stated that she had recently returned the required paperwork to accept the funds.

NEW BUSINESS

a) Unknown Grave Markers

J. Richardson stated that she had discussed options for marking the unknown graves with Chair Kilbourn in the past and had found an economical solution to do so. She explained the design idea and that her husband had constructed two of the PVC material crosses for approximately \$7.30 each. She noted that it would take approximately 200-300 crosses to mark all the unknown graves, adding that it would give the appearance of the original cemetery when simple wooden markers had been used. **J. Richardson** added that Alex Lexa from Public Works thought they would be a good addition because they were not likely to be damaged during normal mowing and trimming.

J. Jones spoke in favor of the markers, suggesting a work group could be established to construct them. She added that it would be nearly \$2,100 to make 200 crosses and felt that it might be better to wait until the budget amendment had been approved by the City Council.

A. Kilbourn spoke in favor of the markers, noting that the examples had been placed late fall and looked very nice. She added that it may encourage some to help identify the unknown graves.

REFERENCE MATERIALS (informational only)

a) 2022 Capital Fund Balance Report

b) Room Rental Tax Balance Report

OPEN AGENDA

A. Kilbourn spoke to the Peter Connelly and Johnstone markers that had been ordered. She added that Peter Connelly's marker should be located and set aside so that it could be placed when his granddaughter came to Fairbanks later in the year.

J. Jones apologized for not providing sample layouts for the informational signs to the Commission sooner, adding that she would do so as soon as she could. She expressed some issues with the quality of the available pictures, noting that many could not be enlarged much without becoming pixelated.

NEXT MEETING DATE

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

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:27 p.m.

Aldean Kilbourn, Chair
Transcribed by: RR

Rochelle Rodak, Deputy Clerk II

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
02/01/23	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 8,305.00	\$ 11,470.86