



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING AGENDA – APRIL 5, 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 March 1, 2023
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
  - a) Cemetery Clean Up Day Recap
8. UNFINISHED BUSINESS
  - a) Sample Sign Layout
  - b) Update on Outstanding Quiring Monument Orders
  - c) Community Service Project assistance from FEDCO and Halfway House
9. NEW BUSINESS
10. REFERENCE MATERIALS
  - a) March 2023 Room Rental Tax Balance Report
  - b) March 2023 Capital Projects Fund Balance Report
11. OPEN AGENDA
12. NEXT MEETING DATE – May 3, 2023
13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – MARCH 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 (Zoom)  
                                  Jeff Jacobson, Public Works Director

Absent:                       Karen Erickson, Seat F  
                                  Amy Stratman, Seat G (excused)

Also Present:               Rochelle Rodak, Deputy City Clerk II

**APPROVAL OF MEETING MINUTES**

a)     Regular Meeting Minutes of February 1, 2023

**M. Gibson** noted that the attendance should reflect that he was absent at the February 1 meeting.

**G. Dalton**, seconded by **J. Richardson**, moved to APPROVE the meeting minutes, with the correction.

**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 **M. Gibson**, moved to APPROVE the agenda.

**J. Richardson** added item (b) to New Business for a discussion about new cemetery maps.

**Chair Kilbourn** added item (c) to New Business for a discussion regarding supplies to place markers.

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

**EVENTS & PUBLICATIONS**

a)     Cemetery Clean Up Day Update

**Chair Kilbourn** stated that she planned on submitting a letter to the editor of the Daily News Miner near the middle of March and confirmed that Deputy Clerk Rodak would place an advertisement about the cleanup day on the City's Facebook page.

**J. Jacobson** stated that he would have the Public Works crew working on the cemetery grounds May 11 and 18. **M. Gibson** shared that the Pioneers would be working on May 20.

**G. Dalton** mentioned that the Army had helped in the past and asked if that was an option. **Chair Kilbourn** stated that she had been unsuccessful in contacting anyone at Fort Wainwright to ask for assistance. **J. Jones** stated that she could reach out to the Public Affairs Offices at both Fort Wainwright and Eielson and Team Red, White, and Blue.

### **UNFINISHED BUSINESS**

a) Memo Re: Capital Project Funds Budget Amendment Update

Deputy Clerk Rodak shared that the City Council had approved the requested budget amendment at its February 27, Regular City Council meeting, and the balance was reflected on the financial report provided to members; she stated the report had not been included in the original agenda packet.

b) Purchase of Supplies to Mark 300 Unknown Graves for Approximately \$2,190

**Chair Kilbourn** asked if a work session should be scheduled prior to purchasing supplies. **J. Jacobson** indicated that the materials could be purchased through Public Works. He added that the crew may also be able to assist in the cutting and preparation of the crosses for easier assembly.

**J. Jones**, seconded by **M. Gibson**, moved to APPROVE the purchase of supplies to assemble 300 crosses in the amount of \$2,190 to be spent from the Room Rental Tax funds.

**Chair Kilbourn** took a voice vote on the motion to APPROVE the purchase of supplies to assemble 300 crosses in the amount of \$2,190 to be spent from the Room Rental Tax funds, and all members voted in favor.

c) Sample Sign Layout

**J. Jones** stated she had no updates. **Chair Kilbourn** asked that the item be moved to the April agenda.

d) Update on Outstanding Quiring Monument Orders

**J. Jones** stated that the order for 60 markers had been paid for but forgotten about by Quiring Monuments. She added that they found the order, and proofs should be ready within the next couple of days; however, the granite had not yet shipped from China. She stated that the order for 19 stones, plus the Connelly marker, had been waiting on granite but should now be in production.

**J. Jones** added that the remaining order for 50 markers was also waiting for the granite to be shipped before an estimated time of arrival could be provided.

**J. Jacobson** confirmed that 33 markers were currently being stored in warm storage and would be transported to the storage shed at the cemetery once the weather permitted.

**Chair Kilbourn** reported that she and J. Richardson had begun research on more markers. **J. Jones** asked if storing extra pallets of makers was an issue for Public Works. **J. Jacobson** stated that it was not an issue and urged the Commission to secure materials while the funding was available.

### **NEW BUSINESS**

- a) Discussion about Remaining Ground Penetrating Radar Services (GPR)

**Chair Kilbourn** explained that the only section left to be scanned was the Pioneer section, adding that it would take approximately three hours to complete at a rate of \$350.00 per hour.

**J. Jones**, seconded by **M. Gibson**, moved to APPROVE three hours of GPR services for \$1,050 to be paid from the Room Rental Tax funds.

**Chair Kilbourn** took a voice vote on the motion to APPROVE three hours of GPR services for \$1,050 to be paid from the Room Rental Tax funds, and all members voted in favor.

- b) New Cemetery Plot Maps

**J. Richardson** explained that permanent, U.V.-resistant, maps could be purchased once the GPR was complete. She reported that the City Engineer was able to input the GPS locations. She stated that Advance Printing could provide the maps, and discussion was had about obtaining a quote to be approved at the next regular meeting.

- c) Supplies for Marker Placement

Discussion was had regarding the amount of glue and other supplies available to install markers in 2023, and it was agreed that glue and other items that may expire in storage should be purchased on an as-needed basis.

**J. Jones** asked if small purchases such as glue and sealer could be purchased without prior approval from the Commission. Deputy Clerk Rodak confirmed that was allowable but that reimbursement requests would need to be approved by the Commission prior to reimbursement.

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

- a) Capital Fund Balance Report

- b) Room Rental Tax Balance Report

General discussion was had regarding the spending of each fund, and it was decided to use the Room Rental Tax funds for the GPR and unknown grave markers. The group discussed that the balance of the Capital Projects fund would allow for a typical marker order later in the year.

## OPEN AGENDA

**J. Jones** stated that she was trying to get the Connelly marker order rushed so that it would arrive in time for the anticipated arrival of family for the placement. She shared that Jomo Stewart from the Fairbanks Economic Development Corporation (FEDC) had offered to list the Clay Street Cemetery as a community service project through his organization. She added that they could provide help in the placement of markers this summer if a schedule could be set and advertised to the community. **Chair Kilbourn** expressed concern with setting a schedule due to unpredictable weather. **J. Richardson** asked about the individuals who would be doing the labor. **J. Jones** explained that the FEDC sponsors community projects each year.

The group discussed concerns regarding the skill level, physical ability, and number of volunteers that might come. **J. Jones** stated she would continue to look into the program to see if there could be volunteer requirements. She stated she would bring more information back to the Commission.

**J. Jones** suggested using Community Work Service through the Halfway House for volunteers as well. **Chair Kilbourn** stated that, in the past, volunteers from the Halfway House had not been very willing to work. **J. Jones** stated that there was a new coordinator for the program and that she was hopeful it would be more successful. She added that Festival Fairbanks has used their volunteers in the past and would be using them again this year.

**J. Jones** shared that the Federal National Disaster Declaration regarding the COVID-19 Pandemic would be expiring soon and asked about the City's policies regarding hybrid and virtual meetings. Deputy Clerk Rodak explained that the City Council had already addressed the issue via ordinance and had changed the Fairbanks General Code to allow for continued virtual participation in meetings of the City Council.

**J. Jacobson** provided an update regarding the new kiosks, adding that as soon as the City carpenter was able to access the kiosks, he would fix the items of concern that were brought up last fall.

Deputy Clerk Rodak shared that she would be leaving the City of Fairbanks for a position at the University of Alaska Fairbanks, adding that this would likely be her last Clay Street Cemetery Commission meeting.

## NEXT MEETING DATE

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

## ADJOURNMENT

**Chair Kilbourn** declared the meeting ADJOURNED at 5:56 p.m.

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Aldean Kilbourn, Chair

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D. Danyielle Snider, City Clerk

Transcribed by: RR

## 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

Clay Street Capital Projects Account  
11035011-9003

Date	Purchase Order	Description	Amount	Balance
2/27/2023		Budget - Reappropriation		\$9,314.27