



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – APRIL 5, 2023
HELD VIA ZOOM WEBINAR AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:02 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
 Janet Richardson, Seat D (Zoom)
 Julie Jones, Seat E
 Karen Erickson, Seat F (telephonic)
 Amy Stratman, Seat G

Absent: Michael Gibson, Seat B (excused)
 Jeff Jacobson, Public Works Director (excused)

Also Present: D. Danyielle Snider, City Clerk

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of March 1, 2023

J. Jones, seconded by **K. Erickson**, moved to APPROVE the meeting minutes.

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

APPROVAL OF AGENDA

J. Jones, seconded by **G. Dalton**, moved to APPROVE the agenda.

Chair Kilbourn added new item (d) to Unfinished Business, Advance Printing and Maps. **J. Richardson** added new item (e) to Unfinished Business, Crosses.

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

EVENTS & PUBLIC RELATIONS

a) Cemetery Clean Up Day Recap

Chair Kilbourn reported that she sent an email to the News Miner about the clean-up day on May 20. She instructed anyone interested in volunteering to contact the City Clerk's Office. She stated she could coordinate supplies needed for volunteers.

J. Richardson shared that Public Works Director Jeff Jacobson's email states that his crew will be doing cemetery clean-up on May 11 and 18, weather permitting.

UNFINISHED BUSINESS

- a) Sample Sign Layout

There was no report or discussion on this item.

- b) Update on Outstanding Quiring Monument Orders

Chair Kilbourn stated that Quiring Monuments found the Commission's order, but she questioned whether they have gotten any more granite. **J. Jones** reported that she, Chair Kilbourn, and J. Richardson had worked the past month to get the last 60 names approved. She stated she did not have an update on the granite.

- c) Community Service Project assistance from FEDCO and Halfway House

J. Jones reported that she spoke with someone at the halfway house but that they would most likely not know until closer to the date. She stated she will try to speak with the coordinator who was not available when she called. **Chair Kilbourn** stated that any outside help would be nice.

- d) Advance Printing and Maps

Chair Kilbourn reported that Advance Printing quoted the cost for three white Sintra signs, measuring 48" x 36" each, at \$320.21. She stated the estimate would be on the next meeting agenda. She stated that it could be July or August before the maps are completed and placed at the cemetery.

- e) Crosses

J. Richardson stated that J. Jacobson checked Home Depot and Lowe's for PVC trim, but there was none in stock. She indicated it should be fine if the project is not done by Memorial Day.

REFERENCE MATERIALS

- a) March 2023 Room Rental Tax Balance Report

Chair Kilbourn shared that the balance is currently \$11,470.86.

- b) March 2023 Capital Projects Fund Balance Report

Chair Kilbourn reported that the balance is currently \$9,314.27. She stated that she has found 15 names already, and A. Stratman and J. Richardson are working on more. She stated they should be ready to place an order by mid-June.


NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, May 3, 2023, at 5:00 p.m. **Chair Kilbourn** stated that she may not be able to attend the next meeting.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:19 p.m.


Aldean Kilbourn, Chair


D. Danyielle Snider, City Clerk

Transcribed by: DS