



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING AGENDA – MAY 3, 2023  
HELD VIA [ZOOM WEBINAR](#) AND  
IN FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



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1. CALL TO ORDER
  2. ROLL CALL
  3. APPROVAL OF MEETING MINUTES
    - a) Regular Meeting Minutes of April 5, 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) Sample Sign Layout
    - b) Update on Outstanding Quiring Monument Orders
    - c) Community Service Project Assistance from FEDCO and Halfway House
    - d) PVC Crosses
  9. NEW BUSINESS
    - a) Advance Printing Estimate for Sintra Map Signage
  10. REFERENCE MATERIALS
    - a) April 2023 Room Rental Tax Balance Report
    - b) April 2023 Capital Projects Fund Balance Report
  11. OPEN AGENDA
  12. NEXT MEETING DATE – June 7, 2023
  13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – APRIL 5, 2023  
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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.

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Aldean Kilbourn, Chair

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D. Danyielle Snider, City Clerk

Transcribed by: DS

DRAFT



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612 30th Avenue • Fairbanks, AK 99701  
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 www.hotprinter.com

No: **17906**

Date: 4/5/23

Customer PO:

CLAY STREET CEMETERY COMMISSION

Aldean Kilbourn  
 Phone: 907-460-1419  
 Fax:

Quantity	Description	Amount
3	1mm Sintra Cemetery Map (48"x36"), 48 x 36 White Sintra (1mm)-White-48 x 96, copied on 1 side	\$ 320.21
Account Type: COD  ESTIMATE VALID FOR 30 DAYS  1mm Sintra Cemetery Map		

## 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