



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – OCTOBER 4, 2023, 5:00pm
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 REGULAR MEETING MINUTES – September 6, 2023
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
8. FINANCIAL UPDATES
 - a) Discretionary Fund (Bed Tax) Grant Balance Report
 - b) Capital Projects Fund Balance Report
9. UNFINISHED BUSINESS
 - a) Sample Sign Layout
 - b) Quiring Monument Orders
10. NEW BUSINESS
11. OPEN AGENDA
12. NEXT MEETING DATE – November 1, 2023
13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – SEPTEMBER 6, 2023
HELD VIA [ZOOM WEBINAR](#) AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:03 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
 Dawn Milligan, Seat B
 Janet Richardson, Seat D
 Julie Jones, Seat E
 Amy Stratman, Seat G
 Jeff Jacobson, Public Works Director

Absent: Karen Erickson, Seat F

Also Present: Colt Chase, Deputy City Clerk

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of August 2, 2023

G. Dalton, seconded by **J. Richardson**, moved to APPROVE the August 2, 2023 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 added item (b) under New Business: “2023/2024 Bed Tax.”

J. Richardson, seconded by **G. Dalton**, moved to APPROVE the agenda, as Amended.

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

CITIZEN’S COMMENTS – None

COMMUNICATIONS TO COMMISSION

No written communications were received since the previous meeting.

Chair Kilbourn shared that she received an email earlier in the day from City Clerk Dani Snider from an individual expressing a desire to have a monument placed for a relative; she stated, however, that the person is in an unknown grave. She stated there is not much they can do and that she has not yet responded but will do so soon. She also shared about a conversation she had with an individual who claimed that a name was incorrect on a marker with the last name Adcock. She stated that no further communication has occurred. She stated that she and J. Richardson believe the grave information is correct and it is actually not her relative.

EVENTS & PUBLIC RELATIONS – None

UNFINISHED BUSINESS

a) Sample Sign Layout

J. Jones provided an update regarding the sign being prepared for production. She shared an updated version for Commission members to review, including the draft narrative highlighting the topics of aerial photography over the decades (airplane/satellite/drone), the evolution of the surrounding area, and the overall history of the cemetery. Input was provided by various Commission members on the sign language. There was discussion regarding using a drone to get an updated aerial image for 2023, particularly to highlight the newly installed white crosses which add a very nice element to the imagery. She thanked everyone for their contributions and stated that she will prepare a final draft for Commission review soon.

b) Quiring Monument Orders

J. Jones reported that she has submitted an order of 47 markers with Quiring Monuments. She shared that there is one small invoice for the two Johnstone pieces that arrived with the larger order earlier this summer. She stated the larger order was paid for in late 2022, but the Johnstone order was invoiced separately and remains unpaid. She forwarded the invoice to Deputy Clerk Chase to process and stated she is pushing to get an invoice as quick as possible for the new order so they can use remaining bed tax funds for 2023 prior to the reporting deadline of October 31.

Public Works Director Jeff Jacobson pointed out that recent pea gravel purchases did not reflect on the updated financial reports and stated it is possible that those were paid for out of a Public Works account. He stated he would track down that item and request that the Finance Department transfer the purchase amount from the correct Clay Street account. He also suggested that it would be prudent to order a large amount of concrete pillows to use up remaining Capital funds. It was pointed out that production would soon close for those, so it would be important to place that order soon. **Chair Kilbourn** stated that she can proceed with the order but wanted to confirm that there were no other outstanding expenses for that account.

J. Jones shared calculations for the recently placed order of 47 markers to illustrate how much of the remaining funds is already encumbered. **Chair Kilbourn** confirmed that the plan is to use remaining Capital funds to cover the new order of markers, then focus on using bed tax grant monies on things like concrete pillows. She stated that, ultimately, while they do have work to do

this month with finalizing orders and getting invoices processed, they are not concerned about having leftover money reabsorbed into the General Fund.

c) PVC Crosses

J. Richardson reported that her husband, Tony, and his 92-year-old friend, Harry, together put in a total of 93 of the white PVC crosses on unknown graves, mostly in the southwest section of the cemetery. She stated they installed the crosses with quick-mix concrete to ensure they stay in place. She stated they are very cleanly aligned in areas where multiple crosses were placed, and they look fantastic. She stated there are some other areas that need crosses, and they will attend to those in the near future.

d) Signage to Direct Visitors (Parking)

J. Jacobson shared that new signage had been placed in the locations discussed at the last meeting to direct visitors to the appropriate areas for parking. He stated that an image of the new signs was emailed to the Commission members.

J. Jones asked Deputy Clerk Chase if he had any luck with updating the Google Maps markers associated with the cemetery, which sometimes lead people to the wrong location. Deputy Clerk Chase explained that upon attempt to do so, he learned that someone else in the past had established a City-related Google account and no one so far has been able to identify ownership of it. He stated he has contacted the Chief of Staff to discuss how they should proceed with establishing a centralized Google account for updating City location details throughout that application.

NEW BUSINESS

a) Reimbursements

G. Dalton, seconded by **A. Stratman** moved to APPROVE the reimbursements outlined in detail on the agenda. The total of proposed reimbursements is \$653.95, divided as follows:

- A. Kilbourn – \$193.21
- J. Jones – \$392.04
- J. Richardson – \$68.70

Chair Kilbourn took a voice vote on the motion to APPROVE the reimbursements to be paid from the bed tax account, and all members voted in favor.

b) 2023/2024 Bed Tax Grant

J. Jones reported that October is the month to submit final documentation for 2023 bed tax grant expenses as well as apply for 2024 awards. She stated that by their next meeting, she will have the application narrative drafted, which she usually shares with someone else for editing beforehand. She suggested having A. Stratman help with that. She stated the full application will be ready for

review at the next meeting. She stated she plans to attend the Discretionary Fund Committee presentation meeting in December. **Chair Kilbourn** stated that she and J. Richardson will not be available to attend, so other Commission members may be called upon to join J. Jones.

REFERENCE MATERIALS

a) August 2023 Room Rental Tax Balance Report

J. Jones shared that after reimbursements, the remaining bed tax grant fund balance is \$3,282.53.

b) August 2023 Capital Projects Fund Balance Report

No additional discussion occurred regarding the use of the remaining funds for this account.

OPEN AGENDA

J. Richardson reported that through the combined work of the Commission and volunteers, they have installed 147 markers so far in 2023.

Chair Kilbourn praised several individuals for their outstanding work, including J. Jones, Jude, Nick, Gary and their newly appointed member, D. Milligan, who showed up one day because she heard the call to action. She stated she hopes to see something published in the News-Miner soon.

J. Richardson, with the concurrence of others, gave praise to Alex and Eli from Public Works for all their efforts maintaining the grounds over the summer. **J. Jacobson** shared that Eli, a temporary worker, has taken a permanent position with the department. He stated he will not be assigned to the cemetery next summer, but they can train whatever temporary employee is hired in 2024.

NEXT MEETING DATE

Chair Kilbourn confirmed that the next meeting is scheduled for October 4, 2023, at 5 p.m.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:51 p.m.

Aldean Kilbourn, Chair

Colt Chase, Deputy City Clerk

Transcribed by: CC

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
05/11/23	HOME DEPOT CREDIT SERVICES	MATERIALS FOR CROSSES	\$ (2,799.44)	\$ 8,671.42
05/25/23	QUIRING MONUMENTS INC	PETER CONLEY HEADSTONE	\$ (250.00)	\$ 8,421.42
06/20/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (43.94)	\$ 8,377.48
06/20/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (10.48)	\$ 8,367.00
06/20/23	LAHONTAN GEOLOGICAL	CLAY ST GPR SERVICES	\$ (700.00)	\$ 7,667.00
07/06/23	AMY STRATMAN	REIMBURSE FOR CLAY ST CEMETERY	\$ (15.50)	\$ 7,651.50
07/20/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (99.92)	\$ 7,551.58
07/20/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (25.96)	\$ 7,525.62
07/20/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (22.44)	\$ 7,503.18
08/17/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (16.98)	\$ 7,486.20
08/17/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (65.61)	\$ 7,420.59
08/17/23	KATES INDUSTRIES LLC	SIGNAGE FOR CEMETERY KIOSKS	\$ (221.47)	\$ 7,199.12
08/17/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (112.12)	\$ 7,087.00
09/08/23	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (425.00)	\$ 6,662.00
09/12/23	FAIRBANKS BLOCK & BUILDING MATERIALS	PEA GRAVEL	\$ (539.19)	\$ 6,122.81
09/14/23	FESTIVAL FAIRBANKS INC	REIMBURSE FOR CLAY ST CEMETERY	\$ (156.24)	\$ 5,966.57
09/14/23	FESTIVAL FAIRBANKS INC	REIMBURSE FOR CLAY ST CEMETERY	\$ (235.80)	\$ 5,730.77
09/14/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (127.60)	\$ 5,603.17
09/14/23	FAIRBANKS PRECAST & REBAR	CONCRETE PADS FOR CLAY ST	\$ (2,784.00)	\$ 2,819.17
09/14/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (23.70)	\$ 2,795.47
09/14/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (45.00)	\$ 2,750.47
09/14/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (65.61)	\$ 2,684.86

Clay Street Capital Projects - Account
11035011-9003

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