



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – JANUARY 3, 2024
HELD VIA [ZOOM WEBINAR](#) AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:12 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 (remotely)
 Julie Jones, Seat E (remotely)
 Karen Erickson, Seat F (remotely)
 Amy Stratman, Seat G
 Jeff Jacobson, Public Works Director

Absent: Dawn Milligan, Seat B

Also Present: Colt Chase, Deputy City Clerk

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of November 1, 2023

J. Jones, seconded by **J. Richardson**, moved to APPROVE the November 1, 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. Richardson, 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.

CITIZEN'S COMMENTS – None

COMMUNICATIONS TO COMMISSION – None

EVENTS & PUBLIC RELATIONS – None

FINANCIAL UPDATES

Chair Kilbourn directed attention to the provided Clay Street Cemetery financial account report included in the agenda packet. **J. Jones** noted that a recent expense of \$425 for the invoice associated with Fred Johnston, from Quiring Monuments, was not reflected in the report. She explained that Chief Financial Officer Bell had confirmed that the check went out on December 8, and the report cut off date was November 9. After making that adjustment, she indicated that the balance of the account is \$2,209.45.

UNFINISHED BUSINESS

a) Sample Sign Layout

J. Jones stated that they are waiting for the start of next summer to get a clean image of the new white crosses installed in 2023 and that once they have that, she will share a new sample graphic of the sign.

b) Quiring Monuments Orders

Chair Kilbourn indicated that they had completed a second round of review for the current batch of markers. **J. Richardson** confirmed that she had found no errors in the file that had been provided. **J. Jones** noted that the account representative they have had for years is retiring, and they are now working with a new person at the company. She explained that Quiring Monuments had come back with punctuation adjustments for consistency throughout the order, which they were amenable to; however, the most recent email from the company included a link to review the order, but none of the updates from the last communication had been implemented. **Chair Kilbourn** asked to confirm that the order was already fully paid. **J. Jones** indicated that it was. Deputy Clerk Chase confirmed that the purchase was made with the remaining funds in the capital projects account within the last couple months.

NEW BUSINESS

a) Request to City Council for Supplemental Funds (\$10,000) for Additional Markers

J. Jones indicated that the Discretionary Fund Grant award amounts still had to be approved by the City Council, but there is rarely, if ever, any hold up at that step. **Chair Kilbourn** shared that a recent newspaper article noted that one applicant received zero funding this year after the Discretionary Fund Committee's voting process and how more applications were denied than in typical years due to incomplete applications. She expressed appreciation for J. Jones' diligence in completing the process every year and stated that it is not something to take for granted. DC Chase confirmed that the Commission's award amount was \$12,254.

Chair Kilbourn explained that with this amount, barring any price increases, the Commission should be able to complete about 40 markers in 2024. She asked whether \$10,000 was the appropriate amount to request, given that the average price per marker was around \$300 and there are other associated expenses. **J. Jones** stated she believes that J. Jacobson's suggestion to request \$10,000 is prudent.

Chair Kilbourn acknowledged that she is unsure where the funds come from. **J. Jacobson** explained that there are a variety of sources and that, for a request like this, it would likely come from rollover, unexpended funds from 2023, which could be reallocated into the 2024 budget. He indicated that CFO Bell would begin preparing a budget amendment in February to present to the Council and that before then, the Commission could discuss its capital projects request with the Mayor.

Chair Kilbourn shared that she wrote a letter to members of the Council about the needs of the Commission and received a response from one individual who indicated a willingness to consider such a request, but only after it was determined how much they would receive from the Discretionary Grant process. **J. Jacobson** explained that depending on what the budget amendment entails, the Councilmember could propose an amendment when it is presented to the Council to include the Commission's request for \$10,000. **Chair Kilbourn** stated that she would be willing to have some of those conversations within the week and asked for consensus from the Commission members for this approach and the amount discussed. No objections were voiced.

b) Set Date for Pre-Memorial Day Cemetery Clean-Up

Chair Kilbourn indicated that she would like Saturday, May 18 to be the annual clean-up day at the cemetery. She expressed some concern at the chance of snow still being a possibility on that weekend but that pushing it to May 25 would be problematic as that would fall on Memorial Day weekend. Several Commission members voiced their support for the May 18 date. **Chair Kilbourn** asked that DC Chase ensure that the date be added to the City's calendar and that he create a Facebook post and/or event to generate additional volunteers. **J. Jacobson** stated that, depending on the timing of snow melt in the spring, he could also direct Public Works personnel to make visits to the cemetery as much as possible, prior to May 18, to prepare the cemetery for the clean-up day.

J. Jacobson mentioned that it may be helpful to post the event on the "Just Serve" website. **J. Jones** confirmed that she will post to that website, help ensure the Facebook effort reaches more people, and make sure there is a plug over the radio. **Chair Kilbourn** clarified that they will plan the clean-up day for 9 a.m. to 12 p.m.

OPEN AGENDA – None

NEXT MEETING DATE


The next meeting is scheduled for February 7, 2024, at 5 p.m.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:33 p.m.



Aldean Kilbourn, Chair



Colt Chase, Deputy City Clerk

Transcribed by: CC