



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – JULY 10, 2019
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 April 3, 2019
 4. APPROVAL OF AGENDA
 5. CITIZENS COMMENTS
 6. COMMUNICATIONS TO COMMISSION
 - a) Paul Ewers – Re-interment Report
 7. EVENTS & PUBLIC RELATIONS
 8. UNFINISHED BUSINESS
 - a) Marker Order Update
 - b) Clay Street Cemetery Commission Balance Sheet
 9. NEW BUSINESS
 - a) Christopher Howard – Jewish Marker Translation
 - b) Peter Winfrey – National Parks Service & Tours of the Cemetery
 10. OPEN AGENDA
 11. NEXT MEETING DATE – August 7, 2019
 12. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – APRIL 3, 2019
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, with Chair Aldean Kilbourn presiding and with the following members in attendance:

Members Present: George Dalton, Seat A
 Aldean Kilbourn, Seat C
 Frank Turney, Seat D
 Karen Erickson, Seat F`

Absent: Julie Jones, Seat E
 David Erickson, Seat G
 Jeff Jacobson, Public Works Director

Also Present: Emily Braniff, Deputy City Clerk

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes March 6, 2019

Mr. Dalton, seconded by **Chair Kilbourn**, moved to APPROVE the meeting minutes.

Chair Kilbourn called for objection, and hearing none, so ORDERED.

APPROVAL OF AGENDA

Mr. Gibson, seconded by **Chair Kilbourn**, moved to APPROVE the agenda, as AMENDED.

Chair Kilbourn removed unfinished business items a) Placement Policy & Application and c) Memorial Benches from the agenda, per Ms. Jones excused absence.

Chair Kilbourn called for objection, and hearing none, so ORDERED.

EVENTS & PUBLIC RELATIONS

Mr. Gibson stated, weather permitting, that he and a group from the Pioneer's would have a work party on Saturday, May 18, 2019 to get the cemetery cleaned up for Memorial Day.

UNFINISHED BUSINESS

a) List of 24 Names for 2019 Marker Placement

Chair Kilbourn stated she is working on the North-East corner of the cemetery in order to verify who needs a marker, and she is hoping to have the list of 24 wrapped up soon.

b) Update of David Inman's Eagle Scout Award Ceremony

Chair Kilbourn stated she attended the ceremony on behalf of the Commission and that she saw many people she has known from living in Fairbanks for so many years.

OPEN AGENDA

Chair Kilbourn asked Deputy City Clerk Emily Braniff to email Erika Miller about the specifications for the Pioneer grave marker that was ruined the previous summer during lawn maintenance.

Mr. Turney reported he would be giving another tour to the Catholic Schools of Fairbanks at the Clay Street Cemetery.

NEXT MEETING DATE

The next regular meeting of the Clay Street Cemetery Commission is scheduled for May 1, 2019.

ADJOURNMENT

Mr. Gibson, seconded by **Ms. Erickson**, moved to ADJOURN the meeting. Hearing no objection, the meeting was ADJOURNED at 5: 50 p.m.

Aldean Kilbourn, Chair

Emily Braniff, Deputy City Clerk

Transcribed by: EB

CLAY STREET CEMETERY

EFF DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BALANCE
01/01/16	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 8,740.00	\$ 13,867.80
08/04/16	WILLIAM J ROBERTSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (66.48)	\$ 13,801.32
08/04/16	WILLIAM J ROBERTSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (33.24)	\$ 13,768.08
09/08/16	WILLIAM J ROBERTSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (224.22)	\$ 13,543.86
10/13/16	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (193.62)	\$ 13,350.24
10/27/16	FAIRBANKS PRECAST & REBAR	PRE-CAST DELIVERY CLAY ST CEME	\$ (1,920.00)	\$ 11,430.24
10/27/16	GRAPHIC NORTH INC.	RACK CARDS - CLAY ST CEMETERY	\$ (535.00)	\$ 10,895.24
10/27/16	FAIRBANKS PRECAST & REBAR	GRAVE STONE PADS	\$ (1,920.00)	\$ 8,975.24
11/03/16	SUPERIOR HARDWOODS	4 X 4 RED CEDAR POSTS INCLUDES	\$ (967.20)	\$ 8,008.04
12/15/16	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (3,500.00)	\$ 4,508.04
01/01/17	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 9,700.00	\$ 14,208.04
07/28/17	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (95.87)	\$ 14,112.17
08/17/17	FAIRBANKS PAINT & GLASS	CLAY ST CEMETERY - LEXAN GLASS	\$ (175.00)	\$ 13,937.17
10/10/17	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (7.99)	\$ 13,929.18
10/18/17	MICHAEL GIBSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (388.35)	\$ 13,540.83
11/09/17	DIMOND FENCE COMPANY	CLAY ST CEMETERY - FENCE	\$ (4,158.00)	\$ 9,382.83
12/14/17	LANDSCAPTE FORMS INC	CLAY ST CEMETERY - BENCHES	\$ (5,010.00)	\$ 4,372.83
02/01/19	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 7,267.00	\$ 11,639.83
06/20/19	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (4,930.00)	\$ 6,709.83



City of Fairbanks Purchase Agreement

Order #159452

Quiring Monuments, Inc.
9608 Aurora Avenue, North
Seattle, WA 98103

Purchaser - Section 1 of 7

City of Fairbanks	800 Cushman Street
907-459-6714	Fairbanks, AK 99701-4615

Ship To - Section 2 of 7

Fairbanks City Public Works	2121 Peger Rd
(907)459-6770	Clay Street Cemetery Fairbanks, AK 99709

Decedent Information - Section 3 of 7

CLAY STREET CEMETERY

Inscription/Sketch - Section 4 of 7

None

Memorial Details - Section 5 of 7

Client Contract #	Design #	Font	Inscription/Design Color
CLAY STREET CEMETERY	PILLOWS QM STANDARD		None

Charges - Section 6 of 7

Description	Qty	Price	Total
16 x 8 x 6/4 Sierra White P1 BRP Pillow	24	\$145.00	\$3,480.00
ORDER STOCK Stock On Order, Estimated Arrival at QM: 3-4 Months	1	\$0.00	\$0.00
N/C E-Mail Drawing/Proof	1	\$0.00	\$0.00
Crate Memorials For Shipping	1	\$725.00	\$725.00
Shipping Charges	1	\$725.00	\$725.00
Subtotal:			\$4,930.00
Memo	Sales Tax	Total Due	
	\$0.00	\$4,930.00	

19 Jun 2019 - NET30

Section 7 of 7

THIS IS NOT AN INVOICE OR PROOF. This is an acknowledgement for your records. PLEASE CHECK ALL INFORMATION CAREFULLY and advise us immediately of any error.

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