



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – MARCH 3, 2022
HELD VIA TELECONFERENCE (459-6769) AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MEETING MINUTES
 - a) Regular Meeting Minutes of February 9, 2022
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
8. FINANCIAL REPORT
 - a) March 1, 2022, Fund Balance
9. UNFINISHED BUSINESS
 - a) Pioneer Marker Status Received Status
 - b) Order to Quiring Monuments Shipping Status
 - c) Catholic Research Progress
10. NEW BUSINESS
11. OPEN AGENDA
12. NEXT MEETING DATE – April 6, 2022
13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – FEBRUARY 9, 2022
HELD VIA TELECONFERENCE (459-6769) AND
IN 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, and via teleconference with **Chair Aldean Kilbourn (Seat C)** presiding (telephonically) and with the following members in attendance:

Members Present: George Dalton, Seat A
 Michael Gibson, Seat B (telephonically)
 Janet Richardson, Seat D (telephonically)
 Julie Jones, Seat E (telephonically)
 Victoria Dowling, Seat G
 Jeff Jacobson, PW Director & Ex-Officio Member (telephonically)

Absent: Karen Erickson, Seat F

Also Present: Rochelle Rodak, Deputy City Clerk II

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of January 5, 2022

J. Richardson, seconded by **V. Dowling**, moved to APPROVE the meeting minutes.

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

APPROVAL OF AGENDA

J. Jacobson stated he had a question regarding a historical figure, Falcon Joslin, who had been featured in a story by the Historical Society.

J. Richardson stated that there was no one with that name listed in the records of the cemetery. She also noted that the name was not found in the Birch Hill Cemetery records either.

V. Dowling added an update to Catholic Research under Unfinished Business.

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

FINANCIAL REPORT

Chair Kilbourn asked for clarification on the percentage of Discretionary Grant funds available.

J. Jones confirmed that the entirety of the awarded amount had been deposited, adding that the Finance Department does not typically withhold 10% for the Commission as they are a function of the City.

M. Gibson asked if there had been a donation in the amount of \$200 received from the Igloo No. 4, explaining that they had extra funds that needed to be spent on cemetery functions. **Chair Kilbourn** confirmed that the Commission had not received the donation at the time of the report.

UNFINISHED BUSINESS

a) Pioneer Marker Status

J. Jones reported that the Pioneer markers should be arriving at Public Works if they have not already.

b) Order to Quiring Monuments

J. Jones reported that the order was in process and she would let J. Jacobson know when the items have shipped.

c) Catholic Research

V. Dowling stated that she was able to speak with someone at the Immaculate Conception Church, through contacts at her parish, and would be meeting to look at the paper records they had on file.

NEW BUSINESS

a) Approval of Fairbanks Precast & Rebar order for 100 cemetery pads in the amount of \$4,850 to be disbursed from the Public Works Account No. 5703: Buildings and Maintenance.

J. Jones, seconded by **M. Gibson**, moved to APPROVE the cemetery pads order.

J. Jacobson asked that the order be forwarded to him so that his department could be watching for the shipment, as well as tracking the expense of the Capital funds.

Chair Kilbourn asked who the most appropriate contact would be. Deputy Clerk Rodak indicated that forwarding the forms to the City Clerk's Office would ensure that all appropriate parties had access to the information. **J. Jacobson** agreed that he could obtain the documentation from the Deputy Clerk.

Chair Kilbourn asked Deputy Clerk Rodak to clarify the distribution of the Capital funds allocated by the City Council. Deputy Clerk Rodak explained that the funds will not be distributed the Clay Street account, nor will they be included on the financial reporting from the Finance Department. She added that the funds will be kept in the Capital Projects account and that she would assist in tracking the spending.

OPEN AGENDA

J. Jones stated that Jomo Stewart, Director of the Fairbanks Economic Development Corporation, has indicated that he will provide a team of workers to help at the Cemetery once the Commission decides on workdays for marker placement this summer.

Chair Kilbourn asked if there was a scheduled time for the new gate to be installed. **J. Jacobson** indicated that it would be dependent upon the weather, and a date had not yet been established.

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, March 2, 2022, at 5:00 p.m.

ADJOURNMENT

G. Dalton, seconded by **V. Dowling**, moved to ADJOURN the meeting.

Chair Kilbourn declared the meeting ADJOURNED at 5:20 p.m.

Aldean Kilbourn, Chair

Rochelle Rodak, Deputy Clerk II

Transcribed by: RR

CLAY STREET CEMETERY

EFF DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BALANCE
02/01/21	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 7,567.00	\$ 10,164.08
03/18/21	IGLOO 4 FOUNDATION	CLAY ST CEMETERY DONATION	\$ 1,250.00	\$ 11,414.08
05/26/21	LAHONTAN GEOLOGICAL	CLAY ST CEMETERY GROUND RADAR	\$ (3,000.00)	\$ 8,414.08
06/04/21	JILL MARSHALL	CEMETERY PLAQUE DESIGN	\$ (157.50)	\$ 8,256.58
09/02/21	JANET RICHARDSON	CLAY ST SUPPLIES	\$ (45.64)	\$ 8,210.94
09/15/21	MARK SICKLES	CLAY ST CEMETERY DONATION	\$ 250.00	\$ 8,460.94
10/07/21	FAIRBANKS PRECAST & REBAR	CEMETERY PADS	\$ (955.00)	\$ 7,505.94
10/08/21	JANET RICHARDSON	CLAY ST SUPPLIES	\$ (29.98)	\$ 7,475.96
10/21/21	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (1,050.00)	\$ 6,425.96
10/21/21	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (3,824.00)	\$ 2,601.96
12/31/21	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (8.37)	\$ 2,593.59
12/31/21	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (14.55)	\$ 2,579.04
02/01/22	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 8,710.00	\$ 11,289.04