



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – OCTOBER 5, 2022
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 MEETING MINUTES
 - a) Regular Meeting Minutes of September 7, 2022
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
 - a) Susan Bell Re: EC Cowan
 - b) Betsy Robertson Correspondence
7. EVENTS & PUBLIC RELATIONS
8. UNFINISHED BUSINESS
 - a) Update on Recommendation to the City Council to Amend FGC Chapter 2, Article III
 - b) Masonic Lodge Records Update
 - c) Quiring Monuments Recent Order Update
 - d) Kiosk Update
9. NEW BUSINESS
 - a) Room Rental Tax Grant Application
 - b) Cemetery Maps
10. REFERENCE MATERIALS
 - a) September 2022 Capital Fund Balance Report
 - b) September 2022 Room Rental Tax Balance Report
11. OPEN AGENDA
12. NEXT MEETING DATE – November 2, 2022
13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – SEPTEMBER 7, 2022
HELD VIA ZOOM WEBINAR 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 via Zoom and with the following members in attendance:

Members Present: George Dalton, Seat A
 Janet Richardson, Seat D (Zoom)
 Julie Jones, Seat E (Zoom)
 Karen Erickson, Seat F
 Jeff Jacobson, Public Works Director (Zoom)

Absent: Michael Gibson, Seat B
 Vacant, Seat G

Also Present: Rochelle Rodak, Deputy City Clerk II

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of August 3, 2022

J. Jones, seconded by **K. Erickson**, 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

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

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

EVENTS & PUBLIC RELATIONS

Chair Kilbourn shared that students from the Barnette School had visited the Cemetery and assisted in raking leaves and cleaning around headstones. She added that they planned to return the following week.

FINANCIAL REPORT

a) August 2022 Capital Fund Balance Report

Discussion was had regarding the local prices and availability of pea gravel. **J. Jacobson** shared that it could be purchased by the pallet for \$6.78 per sixty-pound bag.

K. Erickson, seconded by **G. Dalton**, moved to APPROVE the purchase of fifty bags of pea gravel to be paid from the Capital Fund balance.

Chair Kilbourn took a voice vote on the motion to APPROVE the purchase of fifty bags of pea gravel to be paid from the Capital Fund balance, and all members voted in favor.

b) August 2022 Room Rental Tax Balance Report

J. Jacobson noted that two final purchases had been made to finish the kiosk projects in the amount of \$750.47, and that purchase was not reflected in the reported balance.

Discussion was had regarding how many markers could be purchased with remaining grant funds.

Chair Kilbourn asked Deputy Clerk Rodak to speak to the financial reports. Deputy Clerk Rodak explained the funds presented and the reported expenditures. She added that there would be additional expenditures for the kiosk after the Commission assigns which account to pay from.

UNFINISHED BUSINESS

a) Kiosk Rebuild Updates

J. Jacobson stated that the last two purchases were made to attach the new plexiglass and make it easier to open. He added that the Commission members could schedule a time with the City carpenter to arrange their new documents in the following week.

b) 2022 Room Rental Tax Remaining Expenditures

J. Jones felt that the remaining funds could purchase 19 more markers, adding that, if necessary, she would have any overflow billed separately to be paid from Capital Funds.

c) Quiring Monuments Recent Order Update

J. Jones reported that the company was researching the availability of stones to complete the order.

NEW BUSINESS

a) Recommendation to the Fairbanks City Council to Amend FGC Chapter 2, Article III

Chair Kilbourn announced that the recommendation and proposed edits had been discussed outside of the public meeting. She added that the changes would greatly improve the Commission's ability to recruit volunteers that are willing and physically able to assist at the Cemetery.

Chair Kilbourn, seconded by **K. Erickson**, moved to APPROVE the recommendation to the Fairbanks City Council to Amend FGC Chapter 2, Article III by broadening the requirements of Commission members to allow for all members to be at-large and to require that they have the ability to either perform the research or physical labor necessary for the success of the Commission.

Chair Kilbourn took a voice vote on the motion to APPROVE the recommendation to the Fairbanks City Council to Amend FGC Chapter 2, Article III by broadening the requirements of Commission members to allow for all members to be at-large and to require that they have the ability to either perform the research or physical labor necessary for the success of the Commission, and all members voted in favor.

b) GPR Discovery

J. Richardson shared that the GPR readings had located four areas where small items appeared to be buried only few feet below the surface; however, when Alex from Public Works excavated the areas, nothing was found.

OPEN AGENDA

a) Masonic Lodge Records

K. Erickson asked if a letter should be sent to the Masonic Lodge as she had been unable to contact anyone in person or by phone. **J. Richardson** shared that she had recently met a woman whose husband was a Mason, and she was going to help get access to the Mason's older records.

b) December Meeting

Chair Kilbourn, seconded by **K. Erickson**, moved to CANCEL the regularly scheduled Clay Street Cemetery Commission meeting in December.

Chair Kilbourn took a voice vote on the motion CANCEL the regularly scheduled Clay Street Cemetery Commission meeting in December, and all members voted in favor.

NEXT MEETING DATE

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

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:41 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
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*

*\$3,449.31 should be spent before October 31, 2022.

Clay Street Capital Projects Account
10035011-9003

Date	Purchase Order	Description	Amount	Balance
				\$50,000.00
6/20/2022	22021521	Cemetery Pads	\$ 4,850.00	\$45,150.00
7/18/2022	20221793	Markers	\$ 6,250.00	\$38,900.00
9/21/2022	20222407	Pea Gravel	\$ 359.00	\$38,541.00