



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – FEBRUARY 1, 2023
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 January 4, 2022
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
 - a) Cemetery Clean Up Day Update
8. UNFINISHED BUSINESS
 - a) Memo Re: Capital Project Funds Budget Amendment Update
 - b) Room Rental Tax Application/Award Update
9. NEW BUSINESS
 - a) Unknown Grave Markers
10. REFERENCE MATERIALS
 - a) January 2023 Room Rental Tax Balance Report
11. OPEN AGENDA
12. NEXT MEETING DATE – March 1, 2023
13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – JANUARY 4, 2023
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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)** and with the following members in attendance:

Members Present: George Dalton, Seat A
 Michael Gibson, Seat B
 Janet Richardson, Seat D (Zoom)
 Julie Jones, Seat E (Zoom)
 Karen Erickson, Seat F (Zoom) 5:29 p.m.
 Jeff Jacobson, Public Works Director (Zoom) 5:05 p.m.

Absent: Amy Stratman, Seat G

Also Present: Rochelle Rodak, Deputy City Clerk II

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of November 2, 2022

M. Gibson, seconded by **G. Dalton**, moved to APPROVE the meeting minutes, with corrections to the attendance.

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

APPROVAL OF AGENDA

G. Dalton, seconded by **M. Gibson**, 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 & PUBLICATIONS

a) Cemetery Clean Up Day

Chair Kilbourn stated that she would write a letter to the editor to request volunteers to help clean up the cemetery from 9:00 a.m. – 12:00 p.m. on Saturday, May 20, 2022. Discussion was had as to equipment needed and solicitation of other volunteers.

Deputy Clerk Rodak stated that the Clerk’s Office could advertise on Facebook again, mimicking the request from the previous year.

Public Works Director, Jeff Jacobson said that he would ensure the Public Works crew was available before and after to help remove bagged debris and do an initial clean up.

UNFINISHED BUSINESS

a) Capital Funds Update

Chair Kilbourn stated that the unspent funds from the Capital Projects Funds had been \$9,314.27.

b) PW Update on Received Marker Orders

Chair Kilbourn asked Public Works Director J. Jacobson about the number of markers received from Quiring Monuments, and he stated that he did not believe any had been delivered yet.

J. Jones confirmed that the first order had been shipped in November and should have arrived or would arrive soon.

J. Jacobson stated that he would look into it the following day and send an update to the Commission.

NEW BUSINESS

a) Fundraising

Chair Kilbourn asked for clarification behind the need for fundraising. **J. Jones** stated that she brought it up at the previous meeting to see about the possibility and asked Deputy Clerk Rodak if she had any more information from the Chief Financial Officer.

Deputy Clerk Rodak stated that CFO Margarita Bell had been attempting to have a policy drafted regarding fundraising but had not been successful, adding that until a policy was in place, fundraising was not possible.

b) Room Rental Tax Application Award

Chair Kilbourn shared the proposed list of Discretionary Fund awards, and discussion was had regarding the changes in allotment from previous years. It was noted that the Clay Street Cemetery Commission had been tentatively awarded \$8,305, which was \$400 less than the previous year.

Deputy Clerk Rodak clarified that the proposed list of awards would not be finalized until it was approved by the City Council at the regular meeting scheduled for January 9, 2023.

c) Request to have the remaining 2022 Capital Projects Funds (\$9,314.27) allocated to the 2023 budget.

At the request of **Chair Kilbourn**, Deputy Clerk Rodak explained that the unspent funds from the prior year were reabsorbed into the general 2023 Capital Projects fund and that if the Commission wished, they could request that the City Council reallocate the funds through a budget amendment.

She added that the attached memo was a draft and that Commission could make amendments prior to putting it before the City Council.

M. Gibson, seconded by **G. Dalton**, moved to APPROVE the Memo to the City Council requesting the reallocation of \$9,314.27 unspent Capital Project Funds.

Karen Erickson joined the meeting by telephone but was able to participate in the conversation due to technical issues.

M. Gibson, second by **G. Dalton**, moved to AMEND the Memo by adding the itemized account of purchases made during 2022 from the Capital Projects funds.

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

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

d) Cemetery Pictures

Chair Kilbourn expressed concern over the proposed sign material.

J. Jones stated that she had seen signs used in places with worse weather conditions that have withstood decades, clarifying that the signs had already been purchased. She went on to ask that the Commission locate and suggest photos to be used on the signs, adding that she would work on designing a layout.

REFERENCE MATERIALS (informational only)

a) 2022 Capital Fund Balance Report

b) Room Rental Tax Balance Report

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, February 1, 2023, at 5:00 p.m.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:39 p.m.

Aldean Kilbourn, Chair
Transcribed by: RR

Rochelle Rodak, Deputy Clerk II

RESOLUTION NO. 5042

A RESOLUTION ALLOCATING DISCRETIONARY FUNDS FROM THE ROOM RENTAL TAX IN THE AMOUNT OF THREE HUNDRED FIFTY THOUSAND DOLLARS (\$350,000.00)

WHEREAS, the total amount of discretionary funds from the room rental tax for the FY2023 budget is three hundred fifty thousand dollars (\$350,000.00); and

WHEREAS, the Mayor appointed a Committee to review grant applications from organizations to determine how and to whom these funds should be distributed; and

WHEREAS, although most proposals were laudable and had merit, there is only a limited amount of funds available; and

WHEREAS, after due deliberation the Discretionary Fund Committee is bringing forth this recommendation for City Council consideration.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fairbanks, that:

Section 1. The following named recipients are hereby allocated the total sum of three hundred fifty thousand dollars (\$350,000.00) as follows:

	Name of Organization	Award
1	Fairbanks Racing Lions Club	\$ 3,900.00
2	Fairbanks Youth Litter Patrol, Inc.	\$ 9,217.00
3	Cold Steel Pan Orchestra	\$ 2,154.00
4	Greater Fairbanks Chamber of Commerce	\$ 16,500.00
5	Alaska International Senior Games, Inc.	\$ 10,833.00
6	Festival Fairbanks, Inc.	\$ 19,667.00
7	Clay Street Cemetery Commission	\$ 8,305.00
8	Pioneer Memorial Park	\$ 13,218.00
9	Yukon Quest International	\$ 25,183.00
10	Kitty Hensley House	\$ 5,417.00
11	World Eskimo Indian Olympics	\$ 18,167.00
12	Fairbanks Children's Museum	\$ 12,333.00

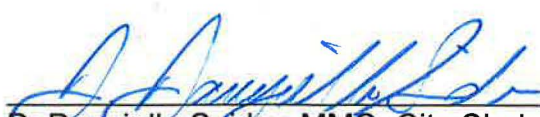
	Name of Organization (continued)	Award
13	Tanana Yukon Historical Society	\$ 7,350.00
14	Friends of Creamers Field	\$ 8,972.00
15	Tanana Valley State Fair Association	\$ 22,000.00
16	Alaska Songbird Institute	\$ 5,333.00
17	Downtown Association of Fairbanks	\$ 6,928.00
18	Literacy Council of Alaska	\$ 4,282.00
19	Alaska Goldpanners Baseball, Inc.	\$ 14,667.00
20	Fairbanks Community Band, Inc.	\$ 8,185.00
21	Fairbanks Arts Association	\$ 48,833.00
22	Fairbanks Tired Iron, Inc.	\$ 7,983.00
23	Georgeson Botanical Garden Society	\$ 6,067.00
24	Fairbanks Curling Club	\$ 7,311.00
25	Alaska Dog Mushers Association	\$ 13,833.00
26	Fairbanks Community Museum	\$ 12,528.00
27	UAF Museum of the North	\$ 6,667.00
28	World I.C.E. Association dba I.C.E. Alaska	\$ 24,167.00
	TOTAL	\$ 350,000.00

Section 2. PASSED and APPROVED this 9th day of January 2023.




 David Pruhs, City Mayor

AYES: PASSED and APPROVED on the CONSENT AGENDA
 NAYS: None
 ABSENT: None
 APPROVED: January 9, 2023

ATTEST:


 D. Daryielle Snider, MMC, City Clerk

APPROVED AS TO FORM:


 Paul J. Ewers, City Attorney

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	PIIONEER 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