



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING AGENDA – MAY 4, 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
  - a) Memorial Day Clean Up – Sunday, May 21, 2022, at 9:00 a.m.
8. FINANCIAL REPORT
  - a) April 2022 Fund Balance Report
9. UNFINISHED BUSINESS
  - a) Catholic Church Research Direction
10. NEW BUSINESS
  - a) Open Public Meetings Presentation – City Attorney Paul Ewers
  - c) Ground Penetrating Radar Scope, Schedule, and Budget Proposal
11. OPEN AGENDA
12. NEXT MEETING DATE – June 1, 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 to 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.

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Aldean Kilbourn, Chair

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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

## Scope, Schedule, and Budget Proposal

**TO:** Aldean Kilbourn  
Chairwoman  
Historic Clay Street Cemetery  
Commission

**DATE:** April 3, 2022

**FILE NO:** Clay Street Cemetery 2

**TELEPHONE NO:** 907-450-9214

**EMAIL:** garrettspeeter@hotmail.com

**FROM:** Garrett Speeter, M.S., C.P.G.  
Alaska C.P.G. License # 150418

**SUBJECT:** **Scope, Schedule, and Budget**  
Ground penetrating radar (GPR)  
of potential grave sites at  
Historic Clay Street Cemetery

At the request of Aldean Kilbourn of the Historic Clay Street Cemetery Commission Garrett Speeter has prepared this Scope, Schedule, and Budget for completing a geophysical subsurface investigation of the Historic Clay Street Cemetery to include:

1. Utilization of a Sensors and Software “Noggin” 250 Mhz Ground Penetrating Radar (GPR) system to evaluate sites within the Historic Clay Street Cemetery at the direction of Aldean Kilbourn or other representative of the Historic Clay Street Cemetery Commission. The purpose of this work is to identify unmarked graves within the cemetery. Candidate sites will be selected by the Historic Clay Street Cemetery Commission. Garrett Speeter will determine, to the best of equipment capabilities, if an unmarked grave exists at each site.

### Scope and background

GPR is an ideal tool for this (marking un-marked graves) purpose and has been used on many different sites for this purpose. The advantage to using GPR is that it is cost effective and non-invasive. For this investigation, LGGC will provide the scientific expertise and appropriate equipment (in this case a 250Mhz GPR System) based on subsurface conditions. LGGC will mark each site with wood lath for the client.

### Schedule

This investigation is scheduled to take place in summer 2022 at a date and time chosen by the client. For the work to be most cost effective and successful the site should be clear of snow and as dry as possible.

**Budget**

The budget estimate for this project is presented below:

Credit due	3 hours
Exploration per hour	\$350.00

If this program meets with your approval please authorize by signing below.

\_\_\_\_\_  
Aldean Kilbourn  
Chairwoman, Clay Street Cemetery Commission

Date: \_\_\_\_\_