



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – JULY 6, 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 June 1, 2022
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
8. FINANCIAL REPORT
 - a) June 2022 Fund Balance Report
9. UNFINISHED BUSINESS
 - a) Catholic Church Research Update
 - b) Markers Purchased with Capital Projects
10. NEW BUSINESS
 - a) Cemetery Kiosk Quotes
 - b) Aldean Kilbourn Reimbursement for Cemetery Purchases totaling \$63.38

Alaska Industrial Hardware	Sealant	\$11.19
Office Max	Plastic Spacers	\$17.16
Fairbanks Block	Master Weld Adhesive	\$34.24

- c) Ground Penetration Radar Results & Update
 - a. Elks



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b. Infant Section

d) Returned Cemetery Tools

e) 2021 Marker Placement

11. OPEN AGENDA

12. NEXT MEETING DATE – August 3, 2022

13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – JUNE 1, 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
 Janet Richardson, Seat D
 Karen Erickson, Seat F
 Victoria Dowling, Seat G

Absent: Michael Gibson, Seat B
 Julie Jones, Seat E (*excused*)
 Jeff Jacobson, PW Director & Ex-Officio Member

Also Present: Rochelle Rodak, Deputy City Clerk II

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of May 4, 2022

K. Erickson, seconded by **G. Dalton**, moved to APPROVE the meeting minutes.

Chair Kilbourn noted changes to be made under the financial report to differentiate between markers and cement pads, as well as changes to New Business to clarify that the approved six hours of GPR was in addition to the three hours owed from the previous year's bid.

K. Erickson asked that it be clarified under Open Agenda that she had not spoken to Paolo Greer but only been made aware that he was currently researching Mr. Geoghegan.

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

APPROVAL OF AGENDA

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

Chair Kilbourn added new Item (b) under Financial Report and asked the Commission to consider a reimbursement.

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

COMMUNICATIONS TO THE COMMISSION

Chair Kilbourn asked if any communications had been received. Deputy Clerk Rochelle Rodak stated that an email had been received requesting information and she would forward it to Chair Kilbourn the following day.

EVENTS & PUBLIC RELATIONS

- a) Richard Geoghegan Marker and Placement Event

K. Erickson asked if something special could be done as he was very important to the community. She suggested that either metal plaques or pictures could be installed along with information about his contributions. **J. Richardson** noted that there are many important and famous people interred in the cemetery, adding that she had recently gained access to photos of them and others buried there. She asked if it might be better to try and do something that recognized all the important people rather than just Mr. Geoghegan. **Chair Kilbourn** added that plaques and pictures had been discussed in the past and may be worth looking into. **J. Richardson** suggested that the kiosks could also be used to house the information.

FINANCIAL REPORT

- a) May 2022 Fund Balance

Chair Kilbourn asked if any changes had been made to the fund. Deputy Clerk Rodak responded that there had not been any invoices received or paid since the last meeting.

- b) Reimbursement for Edger and Flag Purchases

Chair Kilbourn moved to APPROVE the reimbursement to J. Richardson in the amount of \$90.49 for the purchase of an edger and Memorial Day Flags to be made from the Clay Street Cemetery grant funds.

J. Richardson explained the purchases and provided a breakdown of the costs.

Chair Kilbourn took a voice vote on the motion to APPROVE the reimbursement to J. Richardson in the amount of \$90.49 for the purchase of an edger and Memorial Day Flags to be made from the Clay Street Cemetery grant funds; all members voted in favor.

UNFINISHED BUSINESS

- a) Catholic Church Research Update

V. Dowling explained the handouts and the translation for the Latin descriptions. **Chair Kilbourn** remembered that there had been a map found by J. Jacobson at Public Works, and discussion was held how the death dates in the records may match up with the list of interred on the map. **J. Richardson** stated that the information could be very helpful and encouraged V. Dowling to continue her research and to obtain more records if possible.

NEW BUSINESS

- a) Cemetery Kiosk

Chair Kilbourn remembered that Public Works had provided a quote the previous year for a second kiosk and asked that a new quote be prepared. She added that it would be helpful if the front of the kiosks could be removed so that information could be changed out; she questioned the availability of UV-resistant plexiglass.

J. Richardson added that the existing kiosk would be helped by new, more accessible doors as well. She noted that the information contained in the original kiosk was not entirely accurate, and she would like to see it replaced as soon as possible.

Deputy Clerk Rodak stated that she would contact Jeff Jacobson with the requests.

- b) Discussion on Markers to Indicate Purchased with City Funds.

Chair Kilbourn noted that the Commission members spend a great deal of time not only placing markers but researching each gravesite. She added that all markers placed contain information about the purchaser, such as if they were donated by a family member or purchased using grant funds. She asked if there was an acceptable way to indicate the year of placement and give credit to the Commission on the markers being purchased with City Capital funds. Deputy Clerk Rodak stated that she would look into these options and provide more information at the next meeting.

- c) Letter to Masonic Lodge regarding early Masonic Records

K. Erickson moved to POSTPONE discussion on the item until the next meeting due to time constraints.

Chair Kilbourn took a voice vote on whether to POSTPONE the Letter to the Masonic Lodge, and all members voted in favor.

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, July 6, 2022, at 5:00 p.m.

ADJOURNMENT

G. Dalton, seconded by **K. Erickson**, moved to ADJOURN the meeting.

Chair Kilbourn declared the meeting ADJOURNED at 5:51 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

Clay Street Capital Projects Account
10035011-9003

Date	Purchase	Amount	Balance
			\$50,000.00
6/20/2022	Cemetery Pads	\$ 4,800.00	\$45,200.00



Northland Wood - Fairbanks
 4000 South Cushman St.
 Fairbanks, Alaska 99701
 Phone: (907) 452-4000
 Fax: (907) 452-1391
 Email: sales@northlandwood.com

Quotation

Quote No **4308**
Quote Date **06/03/2022**

Invoice Address
 City of Fairbanks
 800 Cushman St.
 Fairbanks, Ak, 99701-4615

Delivery Address
 City of Fairbanks
 800 Cushman St.
 Fairbanks, Ak, 99701-4615

Expiration Date 07/03/2022
Customer 166
Contact Name
Contact Number
Job
Your Ref
Delivery By 06/03/22
Taken By Wes Howard
Sales Rep HOUSE



Special Instructions		Notes				
Line	Product Code	Description	Qty/Footage	Price	UOM	Total
1	04-31080812	8x8 12ft #2/btr Pressure Treated	2 ea	198.40	ea	396.80
2	06-1060	4x8 3/4 CDX Plywood	2 ea	67.17	ea	134.34
3	06-1040	4x8 1/2 CDX Plywood	2 ea	48.45	ea	96.90
4	01-21020410	2x4 10ft Std/btr Surfaced Dry	10 ea	14.18	ea	141.80
5	01-21020412	2x4 12ft Std/btr Surfaced Dry	6 ea	17.01	ea	102.06
6	01-21020808	2x8 8ft #2/btr Surfaced Dry	2 ea	21.47	ea	42.94
7	11-43112	3 x 12ft Galvanized Metal Roofing	2 ea	53.82	ea	107.64
8	11-5551	Ridge Cap - Galvanized 10ft Metal Roofing Flashing	1 ea	39.61	ea	39.61

By your signature below, you are agreeing to the Terms and Conditions set forth on back or attached.

Total Amount	\$1,062.09
Sales Tax	\$0.00
Quotation Total	8/13 \$1,062.09

Buyer Clay Street Cemetery Commission Date _____
 July 6, 2022 Regular Meeting

Subject to our terms and conditions of sale. Further copies available on request.



2121 Peger Road Fairbanks, Alaska 99709 907-459-6770

Memorandum

TO: Clay Street Cemetery Commission
FROM: Jeff Jacobson, Public Works Director
SUBJECT: Cemetery Kiosk Materials Estimate
DATE: 7 May 2021

(2) Posts 8x8x12	\$175	\$350
(2) Plywood 4x8x3/4 <i>CDX</i>	\$85	\$170
(2) Roof Gusset 4x8x1/2" <i>PLY CDX</i>	\$65	\$130
(10) 2x4x10	\$12	\$120
(5) 2x4x12	\$14	\$70
(2) 2x8x8	\$18	\$36
(2) Metal Roof Sheets 3x12	\$63	\$126
(1) Ridge Cap	\$44	\$44
(20) Plexi-glass 4x8x1/4	\$280	\$560
Miscellaneous Screws & Parts	\$30	\$30
Current Total		\$1636
With possible 20% inflation		\$2000

P.T. *6/3/22*
8280 (\$400 for unbreakable)

google search shows plexi-glass IS UV stable



ALASKA INDUSTRIAL HARDWARE, INC.

A BSN COMPANY

INVOICE NO.

13535133-00

- #1. 8801 OLD SEWARD HWY ANCHORAGE, ALASKA 99515 276-7201
- #2. 2716 COMMERCIAL DR. ANCHORAGE, ALASKA 99501 272-1441
- #3. 751 W. COMMERCIAL DR. WASILLA, ALASKA 99654 376-5274
- #4. 5655 OLD SEWARD HWY. ANCHORAGE, ALASKA 99503 561-1781
- #5. 2951 AIRPORT WAY FAIRBANKS, ALASKA 99709 452-4788
- #6. 193 BRIDGE ACCESS RD. KENAI, ALASKA 99611 283-3531
- #7. 12340 OLD GLENN HWY. EAGLE RIVER, ALASKA 99577 694-2988
- #8. 9141 GLACIER HWY. JUNEAU, ALASKA 99801 790-3300

ACCOUNT

1

PAGE

1 OF 1



www.aih.com
aihsales@aih.com

SOLD TO:

CASH SALES
8801 Old Seward Highway
DO NOT MAIL

ANCHORAGE, AK 99515

SHIP TO:

CASH SALES
8801 Old Seward Highway
DO NOT MAIL

ANCHORAGE, AK 99515

09:45

ORDER DATE	SHIP DATE	SLM#	SHIPPED VIA	CUSTOMER P.O.	LOCATION	TERMS
06/23/22	06/23/22	3059	Counter Sale		AIH Fairbanks	Credit Card

PART NUMBER	QTY. ORDERED	QTY. SHIPPED	UOM	DESCRIPTION	UPC	DISC.	UNIT	AMOUNT
DAP18021	2	2	EACH	CONCRETE CRACK SEALANT (10 OZ.)		0.000	5.99	11.98

Total: 11.98
Payment: 11.98
Invoice Total: 0.00

Credit Card *****9873 Amount: 11.98

Invoice

CUSTOMER CONTACT	ORDERED BY	SIGNER
Cash Sale		

Buyer hereby acknowledges receipt of the above items and agrees to pay for same within the time limits specified. If it becomes necessary for seller to take legal action because of non-payment, buyer agrees to assume full liability for all court costs, attorney's fees, and/or charges resulting from such action.

Return Policy: Original receipt must accompany any return. Returns must be made within 30 days of their purchase date. Please refer to the manufacturer's statement of warranty on all warranty claim

TERMS: NET 10TH PROX. - PAST DUE AFTER. ALL PAST DUE ACCOUNTS SUBJECT TO A 1-1/2% PER MONTH (18% PER ANNUM) SERVICE CHARGE, OR HIGHEST RATE ALLOWED BY LAW, WHICHEVER IS LESS

Office DEPOT OfficeMax

FAIRBANKS - (907) 202-8704

06/23/2022 1:02 PM



VPVT9U5P645YBBMCR

SALE	6466-2-7287-886420-22.5.2	
647866	PRTFOL,2PKT,AS	
4 @ 4.29		17.16
You Pay		17.16S
983924	LABEL,8162,350	19.99 S
	Subtotal:	37.15
	Total:	37.15
	MasterCard 9873:	37.15

AUTH CODE 65634P
TDS Chip Read
AID A0000000041010 Mastercard
TVR 0000008000
CVS No Signature Required

ALDEAN KILBOURN 82****595

Please create your online rewards account at officedepot.com/rewards. You must complete your account to claim your rewards and view your status.

Shop online at www.officedepot.com
XX

WE WANT TO HEAR FROM YOU!

Visit survey.officedepot.com

and enter the survey code below:

169N NFNC XRQA

XX

XX

Get 30% back in bonus rewards on ALL Ink&toner

30% back in Bonus Rewards on all Ink&Toner
Valid only at officedepot.com or in store
from 5/15/2022 to 9/24/2022 or while
supplies last, whichever occurs first.
Must present this coupon (reproductions
not valid) and Office Depot OfficeMax
Rewards Member # to cashier in store at
the time of purchase. Enter coupon code to
cart online at checkout. VIP Members will
receive 30% bonus rewards only. Cannot be



Fairbanks Block & Building Materials

855 Old Richardson Hwy
Fairbanks, AK 99701
Phone (907) 459-4800 Fax (907) 459-4810

Remit To: Fairbanks Block & Building Materials
1040 O'Malley RD
Anchorage, AK 99515

Bill To: 407539
. CREDIT CARD - FAIRBANKS BLOCK
855 OLD RICHARDSON HIGHWAY

FAIRBANKS,AK 99707

Ship To:
855 OLD RICHARDSON HIGHWAY

FAIRBANKS,AK 99707

SO#:
Cashier: JIM.CULL

PO#:
Del Address:

Item #	DESCRIPTION	UOM	QTY	PRICE	EXT PRICE
BA1004978	MASTERWELD 948 CTG 858ML 12/CS	TB	2	17.12	34.24
				Subtotal:	34.24
				TOTAL:	34.24

Tender Name: Credit Card

*****9873

*TERMS: BILLING CLOSES 30TH OF EACH MONTH (UPON APPROVAL OF CREDIT) NET 30 DAYS

*1% SERVICE CHARGE ON BALANCES OVER 30 DAYS, BUT NOT IN EXCESS OF LAWFUL MINIMUM

* RETURNS MUST BE MADE WITHIN 30 DAYS AND BE ACCOMPANIED BY THE ORIGINAL RECEIPT. A 20% RESTOCKING FEE WILL APPLY ON ALL RETURNS. *NO RETURNS ON SPECIAL ORDERS

*AS&G IS NOT RESPONSIBLE FOR ANY DAMAGE TO VEHICLES DURING GRAVEL OR PRODUCT LOADING.

Print Name:

Signature

Elks Section Update – Karen Erickson

Gil Modlin, Exalted Ruler
Andrew Jacobs, Leading Knight
Chris Tuckness, Loyal Knight
Ryan ?, Leading Knight

After that information was obtained and I explained myself to Laurie, someone who has been in lots of positions at the Elks over the years. She suggests we contact ?? Blanchard at Blanchard funeral home. He is an Elks member and may be able to navigate the system from w/in.