



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – AUGUST 3, 2022
HELD VIA [ZOOM WEBINAR](#) AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



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1. CALL TO ORDER
 2. ROLL CALL
 3. APPROVAL OF MEETING MINUTES
 - a) Regular Meeting Minutes of July 6, 2022
 4. APPROVAL OF AGENDA
 5. CITIZENS COMMENTS
 6. COMMUNICATIONS TO COMMISSION
 7. EVENTS & PUBLIC RELATIONS
 8. FINANCIAL REPORT
 - a) July 2022 Fund Balance Report
 9. UNFINISHED BUSINESS
 - a) Markers Purchased with Capital Projects
 - b) Clarification on Kiosk Expenditures Account
 10. NEW BUSINESS
 - a) Reimbursement for Aldean Kilbourn for the purchase of GPS Marking flags (\$27.98).
 - b) Homeless Camps located in adjoining property and Clay Street Parking lot
 - b) GPR Update
 - c) GPS Marking by Henry Irving
 - d) Markers Moved
 - e) Marker Research Update for 2022 Budget
 - f) Kiosks Update



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-
- e) Resignation of Victoria Dowling
 - g) Supports for damaged private markers
 - h) Markers in need of Repair or leveling.
11. OPEN AGENDA
 12. NEXT MEETING DATE – September 7, 2022
 13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – JULY 6, 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 and with the following members in attendance:

Members Present: George Dalton, Seat A
Janet Richardson, Seat D
Julie Jones, Seat E (Zoom)
Victoria Dowling, Seat G (5:04 p.m.)
Jeff Jacobson, Public Works Director (Zoom) (5:24 p.m.)

Absent: Michael Gibson, Seat B
Karen Erickson, Seat F (*Excused*)

Also Present: Rochelle Rodak, Deputy City Clerk II

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of June 1, 2022

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

Chair Kilbourn asked that this meeting reflect that Public Works Director, Jeff Jacobson had issues connecting to the June meeting telephonically and had not intended to be absent.

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

APPROVAL OF AGENDA

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

Chair Kilbourn added new Item (f) under New Business to address a recent issue at the Cemetery.

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 shared that Brian Beal had wanted to attend the meeting but was not able to due to a family emergency.

FINANCIAL REPORT

- a) June 2022 Fund Balance

J. Jones asked if the current balance reflected the most recent invoice for 32 markers, adding that she was concerned it may need modified. Deputy Clerk Rodak stated that she would investigate it.

UNFINISHED BUSINESS

- a) Catholic Church Research Update

V. Dowling shared that she had been able to obtain permission to scan the Catholic Church records and that she had completed the task. She added that she would provide the file to Deputy Clerk Rodak to be circulated to the group.

- b) Markers Purchased with Capital Projects

Chair Kilbourn reported that the latest order of markers was currently in the final review process.

NEW BUSINESS

- a) Cemetery Kiosk Quotes

Chair Kilbourn read the quote and expressed concern that using anything other than unbreakable plexiglass would ultimately result in replacement and higher overall cost.

J. Jacobson explained the proposed updates to the existing kiosk by removing the current face, which is screwed down, and replacing both sides with a piano-hinged pane of plexiglass that could be locked and opened for easier updating of information.

G. Dalton, seconded by **J. Richardson**, moved to APPROVE updating the 5th Avenue Kiosk with piano-hinged, unbreakable plexiglass frames that could be opened and secured.

Chair Kilbourn took a voice vote on the motion to APPROVE updating the 5th Avenue Kiosk, and all members voted in favor.

V. Dowling, seconded by **J. Richardson**, moved to APPROVE the removal of the quadrant frame on the second existing kiosk and replacing it with piano-hinged, unbreakable plexiglass frames that could be opened and secured.

Chair Kilbourn took a voice vote on the motion to APPROVE updating the quadrant frame on the second existing kiosk, and all members voted in favor.

V. Dowling, seconded by **J. Jones**, moved to APPROVE the construction of a third kiosk to include piano-hinged, unbreakable plexiglass frames that could be opened and secured, with cost not to exceed \$2,200.

Chair Kilbourn took a voice vote on the motion to APPROVE the construction of a third kiosk with cost not to exceed \$2,200, and all members voted in favor.

- b) Aldean Kilbourn Reimbursement for Cemetery Purchases totally \$63.38.

Alaska Industrial Hardware	Sealant	\$11.98
Office Max	Plastic Spacers	\$17.16
Fairbanks Block	Master Weld Adhesive	\$34.24

J. Jones, seconded by **V. Dowling**, moved to APPROVE the reimbursement to Aldean Kilbourn in the amount of \$63.38

Chair Kilbourn took a voice vote on whether to APPROVE the reimbursement to Aldean Kilbourn in the amount of \$63.38, and all members voted in favor.

- c) Ground Penetrating Radar Results & Update

- a) Elks

K. Erickson supplied a written update for the newly found Elk's members in the original agenda packet as she could not attend the meeting.

- b) Infants

J. Richardson stated that there had never been an infant section identified in the Clay Street records or maps but added that the GPR seemed to have found a row of very small, child- or infant-sized graves in a previously unmarked and unmapped portion of the Cemetery. She added that it would be impossible to identify them based on lack of records and newspaper information.

- d) Returned Cemetery Tools

Chair Kilbourn shared that she had recently received many tools that had been stored in a former Commission member's garage. She added that those tools have been added to the storage shed at the Cemetery, noting that the adhesive may or may not be usable.

- e) 2021 Marker Placement

Chair Kilbourn stated that all the markers ordered in 2021 had been recently placed.

- f) Recent Issue at Cemetery

J. Richardson shared that the Public Works crew had recently mowed the lawn at the Cemetery, adding that there had not been the usual care afforded to the loosely placed markers and flags. She noted that many of the flags destroyed had been in place for over a year and some of them were still waiting for GPS coordinates after the Ground Penetrating Radar (GPR) had been done. She

stated she was not sure if they could be replaced without having the radar services performed again. **J. Richardson** went on to state that the employees she contacted had shared that there were homeless people camping on the adjoining property and actively harassing them as they worked.

J. Jacobson stated that he had not been made aware of the homeless situation and apologized for the mess and disruption to the progress that had been made. He indicated that the Public Works budget may be able to help cover the additional radar services. He suggested that a temporary GPS location be used to prevent the loss of the information in the future, either by using a map or taking a photo with GPS location services applied. He also stated that any sign of homeless camps needs to be reported to the Fairbanks Police Department (FPD) so that the eviction process can begin.

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, August 3, 2022, at 5:00 p.m.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 6:00 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

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		Markers	\$ 6,250.00	\$38,900.00



ALASKA INDUSTRIAL HARDWARE, INC.

A BSN COMPANY

INVOICE NO.
13586614-00

- #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

13:09

ORDER DATE	SHIP DATE	SLM#	SHIPPED VIA	CUSTOMER P.O.	LOCATION	TERMS
07/24/22	07/24/22	2974	Counter Sale		AIH Fairbanks	Credit Card

PART NUMBER	QTY. ORDERED	QTY. SHIPPED	UOM	DESCRIPTION	UPC	DISC.	UNIT	AMOUNT
KESSTK21GP	2	2	PKG	21" GLOW PINK SURVEYORS STAKE FLAG (100/PKG)	13.99	0.000	13.99	27.98

Total: 27.98
Payment: 27.98
Invoice Total: 0.00

Credit Card *****9873 Amount: 27.98

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 invoice 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 claims.

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.

Rochelle Rodak

From: cityclerk
Sent: Monday, July 25, 2022 3:35 PM
To: Dani Snider
Cc: Rochelle Rodak
Subject: FW: Reapply for a board or commission for City of Fairbanks, Alaska

City Clerk's Office

From: Victoria Dowling <victoria@acsalaska.net>
Sent: Monday, July 25, 2022 12:28 PM
To: cityclerk <cityclerk@fairbanks.us>
Subject: Re: Reapply for a board or commission for City of Fairbanks, Alaska

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

City of Fairbanks,

Thank you for appointing me to serve on the Clay Street Cemetery Commission. I have enjoyed learning more about the cemetery in my neighborhood and how it is being maintained and restored. I appreciate the time and effort the commission puts into this important piece of Fairbanks history.

Unfortunately, I am not able to re-apply for another term at this time. Family and work obligations have come up that would interfere in the time available for the Commission.

Sincerely,
Victoria Dowling
Gemstone Rentals
www.fireweedhousefairbanks.com
<https://www.instagram.com/fireweedhousefairbanks>
Email: FireweedHouseFairbanks@gmail.com
Direct: [\(907\)590-8165](tel:9075908165)

On Jul 18, 2022, at 8:08 AM, City of Fairbanks, Alaska <boards@granicuslabs.com> wrote:

Thank you for your serving on a board or commission for City of Fairbanks. It looks like the term of one or more of your appointments has ended or will be ending soon. If this is incorrect, please respond to this email. If you would like to reapply, please click the following link:

<https://fairbanksalaska.granicus.com/boards/forms/53/apply/1668529?code=4867525a-494e-4f5b-bfc6-cf34ae260f1f&reapply=true> Sincerely, City of Fairbanks

These all need leveling; what might we be able to do?



George Gibbs in Pioneer NE 833



James Bender in Pioneer NW 888



Alfred Charron in Catholic SW 1475



Christian Anthonisen Elks SW Quarter #1754 first row needs pushed back upright and glued



Budnik's falling forward, in Moose, NW 664

**THERE MAY BE OTHERS; THESE ARE
WHAT ARE ON OUR PHONES.**