



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – June 5, 2024, 5:00pm
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 REGULAR MEETING MINUTES – May 1, 2024
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
 - a) Annual Clean-Up Day Recap
8. FINANCIAL UPDATE – No changes since May meeting (last transaction 3/28/24).
9. UNFINISHED BUSINESS
 - a) Quiring Monument Orders
 - b) Update on Communication with Garrett Speeter re: GPR of Selected Areas
10. NEW BUSINESS
 - a) Cemetery Maintenance
 - i. Cement Bench
 - ii. Lawn Mowing and Trimming
 - iii. VA Markers
 1. One marker moved to correct location
 2. Lifting and resetting other markers
 - b) Memorial Day Comments
11. OPEN AGENDA
12. NEXT MEETING DATE – August 7, 2024 [Note: No Meeting in July]
13. ADJOURNMENT



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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** presiding and the following Commission members in attendance:

Members Present: George Dalton, Seat A
Aldean Kilbourn, Seat C
Janet Richardson, Seat D
Julie Jones, Seat E
Karen Erickson, Seat F
Amy Stratman, Seat G

Absent: Dawn Milligan, Seat B

Also Present: Jeff Jacobson, Public Works Director
Colt Chase, Deputy City Clerk

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of April 3, 2024

J. Richardson, seconded by **K. Erickson**, moved to APPROVE the April 3, 2024 minutes.

Chair Kilbourn took a voice vote on the motion to APPROVE the April 3, 2024 minutes, and all members voted in favor.

APPROVAL OF AGENDA

J. Richardson, seconded by **K. Erickson**, moved to APPROVE the agenda.

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

CITIZEN'S COMMENTS – None

COMMUNICATIONS TO COMMISSION – None

EVENTS & PUBLIC RELATIONS

a) Annual Clean-Up Day Scheduled for Saturday May 18, 2024, 9 a.m. – 12 p.m.

J. Jacobson shared that Public Works is scheduled to do its initial pre-season clean-up work on May 9, with May 16 set aside for any additional tasks.

Chair Kilbourn confirmed the event details and reviewed plans for advertising it to the public.

FINANCIAL UPDATES

Chair Kilbourn referenced the financial report and noted no changes since the April meeting.

UNFINISHED BUSINESS

a) Quiring Monuments Orders

J. Jones reported that Quiring Monuments notified her that their most recent container shipment from China did not include the granite that was expected for the Commission's order. Discussion ensued regarding the frustrations of order fulfillment and concerns about the newly placed order.

J. Jones shared details about the process of ordering and her interactions with Quiring Monument's representative. She indicated that she will continue to seek updates from them.

Chair Kilbourn confirmed that, whenever the markers arrive, the Commission will have additional labor support from the Air National Guard unit that volunteered in 2023.

J. Richardson suggested that Quiring be reminded that, compared to their customers in other states, Fairbanks has a much shorter window for cemetery work each year due to the climate. She expressed disappointment that this order, placed in October, was still in limbo.

b) Update on Communication with Garrett Speeter re: GPR of Selected Areas

Chair Kilbourn shared that she had not yet received a reply from G. Speeter despite multiple attempts to contact him. She stated that they would like to get the work performed soon, but she had no other update due to the lack of response.

NEW BUSINESS

a) Application for Placement – P. Cathey

Chair Kilbourn reported that she was put in touch with P. Cathey who had requested to, upon her passing, have her ashes buried next to her parents who are interred at the Clay Street Cemetery. She stated that P. Cathey had confirmed that she would make all necessary arrangements, including payment for any expenses, with the Blanchard Family Funeral Home. Discussion occurred regarding P. Cathey's father and his work as a photographer who traveled all over Alaska and lived in Fairbanks for over 30 years.

Chair Kilbourn, seconded by **J. Jones**, moved to APPROVE the Application for Placement of Patricia Fay Dann Cathey.

Chair Kilbourn took a voice vote on the motion to APPROVE Application for Placement of Patricia Fay Dann Cathey, and all members voted in favor.

OPEN AGENDA

K. Erickson asked if anyone had an update on the Masons section. **J. Richardson** shared details about her efforts on the matter. She indicated she has had positive interactions with a particular Mason in Washington but that no additional information was available presently.

NEXT MEETING DATE

Chair Kilbourn confirmed that the next meeting is scheduled for June 5, 2024, at 5:00 p.m.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:16 p.m.

[Clerk Note: D. Milligan was in communication with Deputy Clerk Chase during the meeting regarding connection issues with the provided Zoom link. C. Chase spoke with D. Milligan after the meeting to convey a summary of the meeting and all actions taken.]

Aldean Kilbourn, Chair

Colt Chase, Deputy City Clerk

Transcribed by: CC

CLAY STREET CEMETERY

EFF DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BALANCE
02/01/23	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 8,305.00	\$ 11,470.86
05/11/23	HOME DEPOT CREDIT SERVICES	MATERIALS FOR CROSSES	\$ (2,799.44)	\$ 8,671.42
05/25/23	QUIRING MONUMENTS INC	PETER CONLEY HEADSTONE	\$ (250.00)	\$ 8,421.42
06/20/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (43.94)	\$ 8,377.48
06/20/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (10.48)	\$ 8,367.00
06/20/23	LAHONTAN GEOLOGICAL	CLAY ST GPR SERVICES	\$ (700.00)	\$ 7,667.00
07/06/23	AMY STRATMAN	REIMBURSE FOR CLAY ST CEMETERY	\$ (15.50)	\$ 7,651.50
07/20/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (99.92)	\$ 7,551.58
07/20/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (25.96)	\$ 7,525.62
07/20/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (22.44)	\$ 7,503.18
08/17/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (16.98)	\$ 7,486.20
08/17/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (65.61)	\$ 7,420.59
08/17/23	KATES INDUSTRIES LLC	SIGNAGE FOR CEMETERY KIOSKS	\$ (221.47)	\$ 7,199.12
08/17/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (112.12)	\$ 7,087.00
09/08/23	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (425.00)	\$ 6,662.00
09/12/23	FAIRBANKS BLOCK & BUILDING MATERIALS	PEA GRAVEL	\$ (539.19)	\$ 6,122.81
09/14/23	FESTIVAL FAIRBANKS INC	REIMBURSE FOR CLAY ST CEMETERY	\$ (156.24)	\$ 5,966.57
09/14/23	FESTIVAL FAIRBANKS INC	REIMBURSE FOR CLAY ST CEMETERY	\$ (235.80)	\$ 5,730.77
09/14/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (127.60)	\$ 5,603.17
09/14/23	FAIRBANKS PRECAST & REBAR	CONCRETE PADS FOR CLAY ST	\$ (2,784.00)	\$ 2,819.17
09/14/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (23.70)	\$ 2,795.47
09/14/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (45.00)	\$ 2,750.47
09/14/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (65.61)	\$ 2,684.86
10/12/23	AMY STRATMAN	REIMBURSE FOR CLAY ST CEMETERY	\$ (3.49)	\$ 2,681.37
10/12/23	AMY STRATMAN	REIMBURSE FOR CLAY ST CEMETERY	\$ (15.98)	\$ 2,665.39
10/12/23	QUIRING MONUMENTS INC	REIMBURSE FOR CLAY ST CEMETERY	\$ (11.00)	\$ 2,654.39
11/09/23	AMY STRATMAN	REIMBURSE FOR CLAY ST CEMETERY	\$ (19.94)	\$ 2,634.45
01/08/24	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 12,454.00	\$ 15,088.45
02/26/24	CITY OF FAIRBANKS ADDITIONAL	CLAY ST CEMETERY BED TAX	\$ 10,000.00	\$ 25,088.45
03/28/24	QUIRING MONUMENTS INC	MONUMENTS SPRING 2024	\$ (8,275.00)	\$ 16,813.45