



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – NOVEMBER 4, 2020
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 October 7, 2020
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
8. UNFINISHED BUSINESS
 - a) Private John White Dog Tags Installed
 - b) Ideas for NE/NW Portion of Cemetery
 - c) 2020 Order of 31 New Markers
9. NEW BUSINESS
 - a) 2019 Bed Tax Grant Report and 2020 Bed Tax Grant Application
 - b) Letter to Pioneer Igloo #4 Foundation
 - c) Volunteers to Write Up Summaries of Clay Street Cemetery Interred
10. OPEN AGENDA
11. NEXT MEETING DATE – December 2, 2020
12. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – OCTOBER 7, 2020
HELD IN FAIRBANKS CITY COUNCIL CHAMBERS
AND VIA TELECONFERENCE
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 (telephonic)
Kristina Heredia, Seat D (telephonic)
Victoria Dowling, Seat G (telephonic)
Jeff Jacobson, PW Director & Ex-Officio Member (telephonic)

Absent: Michael Gibson, Seat B
Julie Jones, Seat E
Karen Erickson, Seat F

Also Present: D. Danyielle Snider, City Clerk

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes September 2, 2020.

Mr. Dalton, seconded by **Ms. Heredia**, moved to APPROVE the Regular Meeting Minutes of September 2, 2020.

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

APPROVAL OF AGENDA

Chair Kilbourn asked whether any member wished to add items to the agenda; no members requested to add items. **Chair Kilbourn** declared the agenda APPROVED.

CITIZENS' COMMENTS

There were no citizens' comments.

COMMUNICATIONS TO COMMISSION

Chair Kilbourn reported that Brian Biel contacted her just before the meeting, and he stated that he has authorization for funding for some markers at the Cemetery. She stated she will call him back tomorrow.

EVENTS & PUBLIC RELATIONS

There were no items to discuss.

UNFINISHED BUSINESS

- a) Frank Miller's Replacement Marker Placement

Chair Kilbourn reported that the marker went in about a week ago.

- b) Harry Hough's Replacement Marker

Chair Kilbourn reported that Harry Hough's marker had to be remade, and it was expensive. She stated they cannot get it done right away, so it will not arrive until the spring. She thanked Mr. Jacobson for all his efforts.

- c) Update on Comparing Radar, CSC Map, and Actual Grave Markers

Chair Kilbourn stated that the numbers on the radar map do not match the Cemetery maps. She stated that she, Mr. Dalton and Ms. Janet Richardson have been walking the Cemetery and comparing the map to gravesites, and they have nearly completed the NE Quarter. She stated that there are many people buried there for which there is no information. **Mr. Dalton** wondered whether they could do some more before snowfall.

Mr. Dalton asked about Frank Turney's plaque. **Chair Kilbourn** stated that Ms. Jones emailed her an update prior to the meeting, and she reported the information to the Commission. She also requested that Clerk Snider send an updated Clay Street Cemetery balance sheet.

Ms. Jones reported in her email that she recommends placing Frank Turney's plaque on the side of the shed because 1) the fund balance is low due to marker purchases; 2) Mr. Jacobson supports the idea as it will keep the pedestal from being damaged by equipment; 3) the plaque will be protected from snow accumulation; 4) Mr. Turney worked out of the shed all the years he was the Cemetery caretaker; and 5) the plaque could be relocated if the shed needs to be replaced or if the Commission has extra funds and identifies a more appropriate location in the future.

Mr. Jacobson spoke in favor of mounting the plaque to the shed. He stated that the Cemetery was like a second home to Mr. Turney, and he believes the shed would be a great location. He stated it could be moved in the future if need be. **Chair Kilbourn** stated that the Commission may be able to get a story written about the new plaque at the Cemetery. Members spoke in favor of placing Mr. Turney's plaque on the shed.

Chair Kilbourn continued reporting the information from Ms. Jones' email. Ms. Jones stated that 31 markers have been ordered from Quiring Monuments, and the total cost including shipping is \$6,575. **Chair Kilbourn** stated that she spoke with Tyler Johnson about getting the cement stands; she stated that 30 stands have been ordered for a total cost of \$1,410, excluding delivery. She asked Mr. Jacobson where to have them delivered. **Mr. Jacobson** stated that if they are delivered

before snowfall, they could be delivered to the Cemetery, but after snowfall they could be delivered to Public Works.

Chair Kilbourn stated they are having difficulty identifying information for all 31 markers. She reported that they have identified 18 names so far. She stated that Ms. Erickson stated that she was too busy to help with the project, but Janet Richardson is helping as a volunteer. She stated that she is unable to do it all herself. She stated that they have some time to identify all the names, and the markers will not be delivered until spring.

NEW BUSINESS

a) Private John White Marker

Chair Kilbourn stated Ms. Jones reported that Private John White's marker had not been placed yet. She asked Clerk Snider whether she had Private White's tag or whether Ms. Jones had it. Clerk Snider stated that Ms. Jones picked up Private White's tag from the Clerk's Office recently. **Chair Kilbourn** stated they could get the tag glued on before winter.

Chair Kilbourn reported that Ms. Jones will prepare the Bed Tax Grant application on behalf of the Commission and share it with the group before the end of October. She asked whether Ms. Dowling would be able to help at the Cemetery the following week during the day. **Ms. Dowling** stated that she would be willing to help if there is nothing else on her calendar.

b) Order for 2020 Markers

This item was addressed under Unfinished Business.

OPEN AGENDA

Mr. Dalton asked Ms. Kilbourn to let him know when to meet at the Cemetery. **Chair Kilbourn** replied that she will wait to see whether there is snow in the forecast.

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, November 4, 2020.

ADJOURNMENT

There being no further business, **Chair Kilbourn** declared the meeting ADJOURNED at 5:14 p.m.

Aldean Kilbourn, Chair

D. Danyielle Snider, MMC, City Clerk

Transcribed by: DS

2020 Discretionary Fund Grant Annual Report

Clay Street Cemetery Commission

Grant Amount Awarded by City Council	1	\$	7,400
90% of award received by grantee	2	\$	6,660
10% paid after completion of the Annual Report	3	\$	740

Expenditure Description

Approved Expenditure(s)* <u>Grave Markers</u>	4		6,575.00
Approved Expenditure(s)* <u>Concrete Pads</u>	5		1,660.00
Approved Expenditure(s)* _____	6		
Approved Expenditure(s)* _____	7		
Approved Expenditure(s)* _____	8		
Approved Expenditure(s)* _____	9		
Approved Expenditure(s)* _____	10		
Total approved expenditures (Lines 4 through 10)	11		8,235.00
Grant amount received	12		6,660
Line 11 less line 12	13		1,575.00
Final amount to be reimbursed (Lesser of line 3 or line 13)	14		740.00

Narrative Describing Use of Grant Funds
<p style="font-size: 1.2em;">New Grave Markers & Pads</p>

Julie Jones

Signature of Grantee Representative

10/30/2020

Date

Julie Jones

Printed Name

*** Attach copy of invoices and/or final payroll checks for only the bed tax award. All invoices must be accompanied with proof of payment such as canceled check or bank statements showing check cleared. This report should be submitted by October 31.**

CLAY STREET CEMETERY

EFF DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BALANCE
02/01/19	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 7,267.00	\$ 11,639.83
06/20/19	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (4,930.00)	\$ 6,709.83
10/02/19	LOWE'S	PEA GRAVEL	\$ (401.00)	\$ 6,308.83
10/02/19	INTERIOR MOBILE WELDING	CEMETERY PLAQUE REPAIR	\$ (184.05)	\$ 6,124.78
10/11/19	GRAPHIC NORTH INC.	RACK CARDS - CLAY ST CEMETERY	\$ (529.79)	\$ 5,594.99
10/24/19	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (1,665.00)	\$ 3,929.99
02/01/20	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 7,400.00	\$ 11,329.99
07/23/20	JILL MARSHALL	CEMETERY PLAQUE DESIGN	\$ (105.00)	\$ 11,224.99
08/04/20	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (69.29)	\$ 11,155.70
08/25/20	INTERPRETIVE GRAPHICS	CLAY ST CEMETERY SIGN	\$ (334.41)	\$ 10,821.29
08/31/20	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (35.92)	\$ 10,785.37
09/01/20	NANCY SHAW	CLAY ST CEMETERY DONATION	\$ 250.00	\$ 11,035.37
09/08/20	LOWE'S	PEA GRAVEL	\$ (130.68)	\$ 10,904.69
09/17/20	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (55.49)	\$ 10,849.20
09/17/20	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (17.12)	\$ 10,832.08
10/05/20	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (6,575.00)	\$ 4,257.08



**Fairbanks
Precast & Rebar**

Address: 1122 Bradway Road, North Pole, Alaska 99705

PH: (907) 459-4820

RECEIVED

OCT 14 2020

City Clerks Office

Store 001

Invoice #: 14103

10/14/2020 9:14:28 AM

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FAIRBANKS PRECAST & REBAR

1122 Bradway Road
Fairbanks, AK 99705
Phone 907-459-4820 Fax 907-488-8300

Remit To Fairbanks Precast & Rebar
1040 O'Malley RD
Anchorage, AK 99515

Bill To: 415207
CITY OF FAIRBANKS
800 CUSHMAN ST.

Ship To:
800 CUSHMAN ST.

FAIRBANKS,AK 99701

FAIRBANKS,AK 99701

SO#: Cashier: Fpr.Coun

PO#: CLAY STREET CEMETERY COMMISSION

Del Address: 7TH AVE & CLAY ST, FBKS AK 99701

Item #	DESCRIPTION	UOM	QTY	PRICE	EXT PRICE
137070	MISC PADS	PD	30	47.000	1410.000
	CEMETERY PADS, 18" X 10" X 4"				
13DELIVERY	PRECAST DELIVERY	EA	1	250.000	250.000
				Subtotal:	1660.000
				TOTAL:	1660.000

Tender Name: Charge

CERTIFIED COPY OF ORIGINAL
INVOICE

SIGNED: _____

Delivery Contact:

Aldean Kilbourn @ 907-460-1419

*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: _____

We Appreciate Your Business!

Clay Street Cemetery Commission
C/O City of Fairbanks
800 Cushman Street
Fairbanks, AK 99701
Date

Pioneers of Alaska
IGLOO NO. 4 FOUNDATION
P.O. Box 70145
Fairbanks, AK 99707-0145

Dear Pioneers,

Clay Street Cemetery Commission has been receiving City Bed Tax funds to help place markers for those who have none. Due to COVID in 2020, these funds will be extremely limited and may not be awarded.

Commission volunteers have spent many hours this past summer and fall verifying where people are buried in the NW & NE areas of the cemetery, comparing old maps as well as a radar ground penetrating map, utilizing the CSC database and doing research. One thing that has been noticed is that there are people identified in newspaper articles who are identified as Pioneers but do not yet have markers.

The Commission is wondering if the Igloo No. 4 Foundation would consider donating money to help us fund and place markers for those who are identifiable Pioneers. Our markers are granite, engraved information on the top, glued on to cement bases which are set on inches of pea gravel; these allow for City Public Workers to mow without damaging markers and limit the amount of vandalism that can occur. Currently, our cost to place a marker runs just under \$225.

(photo of grave marker)

We recognize that many Pioneer bronze markers have been placed at the cemetery, and that it has been verbally raised by Erika Miller that she would like to place crosses for these members. The bronze markers are currently exorbitantly expensive, and the Commission will not approve items that invite vandalism and are hard to mow around.

As placing markers is an ongoing project, it would not be expected that all known Pioneers without markers would be immediately addressed. The past two years we have managed to research, order and place in the General section about 60 markers during the summers. If we could do five Pioneer markers a summer, that would be a great start.

Sincerely,
Aldean Kilbourn
Chair, Clay Street Cemetery Commission